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New Lamps for Old in History[1]

By ALLAN NEVINS

Columbia University

ONE curious thing about history, as Guedalla said, is that it really happened. Another curious fact about history is that while it was happening, nobody really understood its meaning.

John Fiske, pausing one day in his young manhood before the window of Little, Brown in Boston, saw a volume within entitled "Pioneers of France in the New World" and noted that its author was identified as the man who had written "The Conspiracy of Pontiac." He remembered that when that earlier volume appeared, he had wondered whether Pontiac was a barbarous chieftain of medieval Europe. He recalled also that some teacher at Harvard had once expressed the view that the French and Indian War was a dull squabble of no real significance to students of history. Passing on, Fiske wondered why anyone should write about French pioneers in America. He lived to pen an essay on Francis Parkman which not only placed that author at the head of American historians (where he yet stands) but recognized that the epic significance of the struggle of Britain and France for the mastery of North America — a significance which Parkman had first expounded — could hardly be overstated. An interpretation of our continental history which nowadays we assume no child could miss had been beyond the grasp of the brilliant young John Fiske in the 1860's.

This idea that history can ever be so well written that it does not need rewriting can be held only by those foolish people who think that history can ever ascertain exact truth. It cannot. We can go further than the assertion of that truism: we can say, "Fortunate for history that it cannot ascertain exact truth!" If history were a photograph of the past it would be flat and uninspiring. Happily, it is a painting; and like all works of art, it fails of the highest truth unless imagination and ideas are mixed with the paints. A hundred photographs of London Bridge look just alike and convey altogether a very slight percentage of the truth, but Turner's Thames and Whistler's Thames, though utterly different, both convey the river with a deeper truth.

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[1] Address at the annual meeting of the Society of American Archivists at Dearborn, Michigan, September 14, 1953.

All parts of our history are always being rewritten; no segment of it, from 1492 to 1952, is not now in need of vigorous rewriting. Whenever an expert applies himself to the scrutiny of a special area, he at once sounds a lusty call for more searching exploration of the terrain. Douglas Freeman, carrying Washington through the Revolution, agreed with Bernard Knollenberg, writing a history of that war, that every part of the Revolutionary struggle needs the most searching re-examination and the boldest reinterpretation. Merrill Jensen states in the preface to his study of the Confederation that the entire period 1783-89 demands a study that will embrace every State and every act of Congress. There are men who believe that the historical study of the Civil War period has but just begun — and they are right. Margaret Leech, just completing a study of the McKinley administration, is convinced that a hundred research workers should be set to exploration of the dark nooks and secret crannies of the time.

"In vain the sage, with retrospective eye," writes Pope, "would from the apparent what conclude the why." The three main reasons why history constantly needs reinterpretation include something more than the impossibility of ever learning all the truth about all the motives and actions of the past.

The chief of the three reasons is the need of every generation for a reinterpretation to suit its own preconceptions, ideas, and outlook. Every era has its own climate of opinion. It thinks it knows more than the preceding era; it thinks it takes a wider view of the universe. Every era, too, is affected by cataclysmic events which shift its point of view: the French Revolution, the Metternichian reaction, the movement for national unification in Italy, the United States, and Germany, the apogee of Manchester liberalism, and so on down to the multiple crisis of our atomic age. We see the past through a prism which glows and sparkles as new lights catch its facets. Much of the rewriting of history is a readjustment to this prism. George Bancroft's spectrum was outmoded a few years after his laborious "last revision"; Charles A. Beard's begins to be outworn today, for we possess what Beard would have called a new frame of reference.

As a second reason, new tools of superior penetrative power are from time to time installed in the toolshed of even our rather unprogressive race of historians. Our council for research in the social sciences (it should be studies) justly emphasizes the value of overlapping disciplines. Much could be said for the contention that the best historians nowadays are prepared in some other field than that of history. Thus Wesley Clair Mitchell, the historian of the greenbacks, of business cycles, and of the ebb and flow of economic activity, whose National Bureau of Economic Research inspired so much fruitful historical writing, was trained as an economist. (He also was trained by John Dewey, who gave courses under all sorts of titles, but "every one of them dealt with the same subject — how we think.") Beard was trained as a political scientist. Parrington was trained as a student of literature. Carl Becker was trained in European history but wrote in the American field. James Henry Breasted was first trained in theology, a fact which stood him in good stead when this pioneer of Egyptology in America began to trace the development of conscience and religion in the ancient East. Not one historian in fifty knows as much as he should of the tool called statistics, or of psychology, or of economic geography, or of ecology. The kinship between Halford J. Mackinder, the geographer, and Frederick J. Turner, the historian, in loosing seminal ideas showed what the geographer could learn from history and the historian from geography.

But the third great reason why history is rewritten is simply because the constant discovery of new materials necessitates a recasting of our view of the past. We might think that this would one day cease, but it never does. Everyone who has laboriously mapped any historical subject knows how steadily the dust of new facts falls upon that map, blurring some lines and defining new ones. Happy are those who live to rewrite their books, as even Parkman rewrote one of his — "LaSalle and the Great West." One would have said that all the materials for a history of the Revolution had been assembled in print by the innumerable agencies, local, State and national, devoted to that effort, but Freeman assures us that the great depositories like the Massachusetts Historical Society, the American Philosophical Society, and the main State libraries, bulge with unstudied documents. One would have said that all the material for the history of the Confederate War Office had been studied and restudied; but, behold: the diary of the third officer of that department, Kean, is suddenly deposited in the University of Virginia, and we find a complete reassessment of the Southern military administration possible.

Thus the idea that history is photography is set at naught. It is art; it constantly requires a new mixture of pigments, new points of view, new manipulation of light and shade; and as an art it presents an endless challenge to the writer who perceives that the highest truth of history will always transcend a statement of fact; that indeed, historical fact is but a foundation for the truth won by imagination and intellectual power.

The best history is always interpretive, but this does not mean that the best history is consciously or ostentatiously interpretive. The work of the historical masters, from Thucydides to Trevelyan, illustrates the fact that interpretation is most effective when implicit rather than explicit. The true historical attitude is a search for truth about a situation, force, or event — the War of 1812, the abolitionist impulse, Pearl Harbor — which slowly, painfully, accurately, dredges up an unforeseen interpretation. That is, history properly operates by the inductive, not the deductive, method. The merit of an Olympian historian like Parkman is that he says, in effect: "Let us collect and collate all the relevant facts, and find what conclusions emerge from their impartial analysis." The cardinal weakness of a controversial historian like Beard is that he repeatedly gave the impression — perhaps falsely — of having said to himself: "Let us take this provocative theory of the fact, and see how impressive an array of facts we can collect in its support." Ideas in history, that is, should be applied in subordination to the ascertainment of all the facts, and not in control of the ascertainment of one picked body of facts. Hence it is that nothing could be more absurd than to try to predict in advance the interpretations to be applied to our history by future writers — who will certainly go their own way. But we may legitimately make some guesses as to the general drift of some of the new interpretations lying ahead of us.

As American history lengthens and the past falls into longer perspective, we tend not so much to discard major interpretations entirely as to place new ones beside them; not so much to substitute one simple synthesis for another as to embrace old monistic views in a new and complex synthesis. Let us take a sweeping view of the first century of our national history, 1775-1875. In that tremendously variegated and baffling sea of events, forces, personalities, tendencies, and fortuities, let us assume that three great dominant developments lift themselves above all others.

These three — let us assume — are the establishment of American independence, political, economic, and finally cultural, from Europe; the westward movement for the conquest and development of the continent; and the abolition of slavery and a Southern way of life in a civil war which vindicated national unity. Some students, to be sure, would select other elements in our historical fabric, but three special students out of five and nine lay readers out of ten would, I believe, choose these. Now it is evident to a cursory view that each of the three lent itself at first to a simple monistic interpretation, expounded in the work even of subtle historians, and that within one or two generations this simple view of the past was replaced by a dual or multiple interpretation. What had been a flat telescopic image was given depth and reality by a stereopticon lens.

The Revolution seemed to our primitive historians, down to and including George Bancroft, simply a political upheaval; richly interesting as it was, it was the epic story of the establishment of political liberty in a new nation in a new world, as a guiding torch to all mankind. Before long, however, historians doubled the lens. They showed that the Revolution was a social no less than a political convulsion; that the internal transformation of America was quite as significant as the external; that a broad sequence of changes was set in motion, or rather accelerated, which rolled inexorably on through the Jeffersonian and Jacksonian eras. Some of this truth was visible to that early historian Richard Hildreth, who was as realistic as he was conservative; more of it to Moses Coit Tyler and John Bach McMaster; and all of it to a later school headed by J. Franklin Jameson, Parrington, and others.

The westward movement and the taming of the continent were first treated in terms of the transforming impact of man on nature; the expulsion of the Indian and wild beast, the hewing out of pioneer farms, the building of roads, and the ultimate planting of school and factory where the fur trader had trod. Then arose the eminent historian who perceived an equally rich meaning in the impact of nature, the wilderness, upon man; who explained how the frontier converted the European into an American, how it transformed men of caste-ridden minds into belligerently democratic individualists, how it manufactured nationalists out of separatists, and how, in short, it altered the whole pattern of thought, emotion, and conduct. This binocular view of the westward march was infinitely more interesting and arresting than the old monocular view. Parkman, Justin Winsor, Reuben Gold Thwaites, Edward Eggleston, Theodore Roosevelt, H. H. Bancroft, had been roughly accurate in their delineation of the westward thrust, but their interpretation had lacked depth and distinctness. When Turner substituted his perceptive and penetrating image of the frontier for this flat photograph, it flashed into life, color, and meaning; and behind Turner came a new body of writers who saw with his eyes.

To Hermann Von Holst the abolition of slavery seemed to mark the climax of 70 years of national life. America, to this German of Lithuanian birth, this hater of Russian and Prussian tyrannies, was the home of freedom and democracy; and the development and exemplification of these two inestimable gifts had been its principal mission in the world. But Liberty in America had suffered from a cancerous social institution — slavery, — which sadly impaired her usefulness in the sisterhood of nations and threatened her very life. This interpretation possessed more validity than some recent writers have been willing to allow; indeed, within limits it was entirely valid. But it was too obvious, and it left too many historical phenomena of the period unexplained. The antagonism of North and South by 1860 transcended slavery, even though the conflict over slavery was certainly its central element. The simple monistic view of our great upheaval in the middle of the nineteenth century had to be amplified.

Hence arose the interpretation of that upheaval as one which included conflicts of economic interest, of philosophies of life, and of ingrained prejudice; a conflict between the eighteenth-century and the nineteenth-century mind; a conflict between the nascent industrialism of the North and the entrenched agrarianism of the South. Such an interpretation had been adumbrated by Southern politicians and publicists like Yancey during the war; it was stated with emphasis by a Southern historian, Percy A. Greg, soon after Appomattox. It had the merit of both widening and deepening the canvas. It demonstrated the links which joined Thaddeus Stevens, the antislavery covenanter, with Thad Stevens, the ironmaster, and Thad Stevens, the high-tariff legislator. If used as a constructive interpretation and not as a cloak for our political shortcomings and errors or as a means of glozing over the hideous blot of slavery, it had immeasurable value.

So much for three great developments in American history: the severance from Europe, the conquest and settling of the continent, and the elimination of slavery and the State rights doctrine as retarding agencies in our national growth. The character of a fourth great development, accomplished and sealed in the last 50 years of our national life, can hardly be missed. On that new phase of our history, too, general agreement will perhaps be found. We have become first a great world power, and then the great world power. We have moved first into the open arena of world affairs, and then into the very center of that arena. We now view our national past from the vantage point of this new turn and with the changed perspective which it gives us.

Just as John Fiske saw our history from 1607 to 1789 as an evolutionary preparation for the gift to the world of practical democracy and the Anglo-American principle of self-government in the shape of our Constitution and Federal system, just as Von Holst saw the whole period from 1776 to 1861 as a preparation for the vindication of human liberty and national unity, so now we have historians who view our whole national life as an unconscious preparation for the time when we should become Protector of the Faith for all democratic peoples; when, having turned away from Western European affairs until we gained first place among the nations, we returned to them as the pivot and support of Western European civilization. These writers regard American history not in terms of the Western continent but in terms of an Atlantic community. We find, indeed, that we never left that community; that the Seven Years War was our first world war, the Revolution our second; that we have but awakened to our consciousness of a global role. And when these historians write of our national future, they speak not of short-term objects, but of what Lincoln called "man's vast future."

This tremendous change of the past 40 or 50 years — this emergence of America to the leadership of the Western World — will undoubtedly affect our children's children, and the long generations to come, in the most sweeping way. It will loom up, in time to come, as tremendously as the great changes which preceded it — as the Revolution, internal and external, the American conquest of the frontier and the frontier's conquest of the American, the death of slavery, and the birth of machine industry. But the full significance of this development will not become evident until it, too, is given the dual or multiple interpretation that historians gave these older developments. We shall not understand its essential character until all the accompanying phenomena, social, economic, and intellectual, have been analyzed, and some mind as electric as Parrington's and as penetrating as Turner's has pierced nearer its heart. What then will be its significance? That is a question we cannot answer; it is for the oncoming generation of historians.

My own guess is that this great development by which America has been projected into world leadership, with all the exhilarations and perils, the opportunities and costs of that position, will in some fashion be connected, by future interpreters, with the advent of an age of mass action, mass production, and mass psychology in American life. From being one of the most unorganized, the most invertebrate of nations, in 1860, we have grown into the most powerfully and efficiently organized people on the globe. Our population of 155,000,000 disposes of its resources through such mass combinations, political, social, and economic, as mankind never saw before. Our thinking in 1865 was still individual thinking; today it is largely mass thinking, shaped and colored by mass media of unparalleled and sometimes dismaying potency — press, radio, television, cinema. No one can go to what were recently primitive frontier communities in America — say Texas and California — without being struck, and a little appalled, by the complexity and efficiency with which they have organized their life. It was our mass production which won the two last world wars; it is our genius for making big organizations work which has built the means for saving Western democracy since the latest world war. Our national outlook, once that of the individualistic pioneer, has become a social outlook. Without this pervasive internal change, our new position in the world would have been impossible.

The striking shift in our character and our world position in the last half century of course has some direct results, already visible, in our interpretation of history. We are evincing a greater militancy in asserting the virtues of our political and social system. The apologetic attitude of the years of the Great Depression is gone. We can henceforth be more confident and more energetic in asserting that our way of life, called decadent by our enemies, has proved itself historically to be freer, more flexible, and more humane than any other in history. We can be as emphatic and frank as ever in describing our past weaknesses, from slavery to slums, but we shall insist more rigorously on the fundamental healthiness of our system and on its proved ability to mend its defects and give us a constantly self-regenerating society.

We shall also evince, I think, a tendency to insist more emphatically on the fundamental unity of the United States with Western Europe and the various other nations sprung from Western Europe. All kinds of Western institutions and virtues now find their principal stronghold in the United States. The literature written in the English tongue increasingly has its main center of vitality in America, a fact well recognized by the London *Times* Literary Supplement. The Roman Catholic Church, like the Protestant churches, finds its chief springs of wealth and power in the United States. The Atlantic Community, as many publicists term it, has taken the place of the former division between Europe and the Americas. Oldtime quarrels between America and Western Europe have lost a great part of the significance which was once attached to them. What does the War of 1812 count for, compared with the maintenance and growth of the political, social, and cultural ties that have made the English-speaking nations so nearly a unity? The nationalistic view of our history will increasingly be replaced by the international view, treating America as part of a great historic civilization with the Atlantic its center, as the Mediterranean was the center of the ancient world; with the tides of population, power, and influence first moving from Europe to America, and then beginning to flow in the opposite direction.

We may look forward also to a more appreciative attitude toward our material strength and to a more scientific treatment of the factors which have created this material power. In the past our historians were apologetic about our love of the dollar, our race to wealth, our interest in material objects; they deprecated our worship of size and deplored our boastfulness about steel tonnage, grain production, and output of machinery. Clio, with her tradition of devotion to moral values, was scornful of any others. Our writers in general — for the historians but followed the poets, the novelists, and the dramatists — intimated that America had grown too fast, too coarsely, too muscularly; they exalted the rural virtues as against industrial might, the rarefied air of the study as against the smoky atmosphere of the mill.

Without denying that many accompaniments of our swift industrialization were unhappy, we can now assert that this historical attitude was erroneous. The nation grew none too fast. We can see today that all its wealth, all its strength, were needed to meet a succession of world crises — and we still dwell in a crisis era. Had we applied restrictions to keep our economy small, tame, and timid, we would have lost the First World War. Had the United States not possessed the mightiest oil industry, the greatest steel industry, the largest automotive factories, the most efficient machine-tool industry, the best technological schools, and the most ingenious working force in the world, we would indubitably have lost the Second World War. Were we significantly weaker today in technical skills, in great mills and factories, and the scientific knowledge which gave us priority with the atomic bomb and hydrogen bomb, all Western Europe would be cowering — we ourselves would perhaps be cowering — before the knout held by the Kremlin. The architects of our material growth — the men like Whitney, McCormick, Westinghouse, Rockefeller, Carnegie, Hill, and Ford — will yet stand forth in their true stature as builders of a strength which civilization found indispensable. As that realization spreads, industrial archives like that created in Dearborn by the vision of the Ford Motor Company will take their place as equal in importance to the political and cultural archives so long indispensable to students of our past.

It will yet be realized that the industrial revolution in the United States came none too soon and none too fast; and that the ensuing mass-production revolution, as yet so little understood by Americans, was not born a day too early. That is a fact which may well be stated in this birthplace of mass production — Detroit. It is a fact well appreciated in Manchester and London, in Paris and Berlin, and in Moscow. We shall also come to realize that the turmoil and human suffering which inescapably accompanied the industrial revolution and the mass-production revolution were not after all a tremendous price to pay for their benefits. The price was smaller in the United States than in foreign lands. The industrial revolution cost less in human travail here than it did in England, where it first came to birth; less than in Germany or Japan; far less than it is costing in Russia. Here is a wide field for the rewriting of American history and for the re-education of the American people, a field in which all archivists may contribute their due share.

Our material might, to be sure, is valuable only as it supports and carries to victory great moral ideas, only as it buttresses a civilization in which spiritual forces are predominant. But the fundamental difference between the democratic world and the totalitarian world lies precisely in the superior position which we give to moral and spiritual values. It is we, not our enemies, who have the right to talk about what Lincoln called man's vast future, for we really value men as individual souls. Behind our dreams of man's vast future, we mobilize an unconquerable strength. In time, when future historians look back on this period, which to us is so full of struggle, sacrifice, and anxious uncertainty, they will perhaps give it an interpretation of exalted character. They may say: "The era in which the United States, summoning all its strength, led democracy in winning the First World War, the Second World War, and the ensuing struggle against the Communist tyranny, was one of the great eras of history. It stands invested with all the radiance of the Periclean era, the Elizabethan era, and the era of Pitt and the long struggle against Napoleon."

Richard Bartlett, Minor Archival Prophet[1]

By RICHARD G. WOOD

National Archives

AMONG the galaxy of minor "archivists" of the nineteenth century gleams faintly the star of Richard Bartlett. Producing only one published work, and that almost on his deathbed, he sought to arouse the conscience of State and Federal record keepers by his questionnaires and his conclusions drawn from them. Although he is never remembered as are Sparks, Force, Draper, and other pioneers of his time, nevertheless his contribution is not without interest. It is the purpose of this paper to delineate his efforts to preserve the records of his period.

Richard Bartlett was born in Pembroke, New Hampshire, on January 8, 1792. He was the son of Caleb and Ruthy (McClintock) Bartlett. At the age of 15 Bartlett, by his "regular and handsome" handwriting, attracted the attention of Philip Carrigain, New Hampshire's secretary of state, who made the boy a clerk in his office. After 3 years in this capacity, Bartlett entered Phillips Exeter Academy; later he was graduated with the class of 1815 from Dartmouth College, where he had become a member of Phi Beta Kappa. He read law with George Sullivan of Exeter and hung out his shingle as a lawyer in Concord in 1818. While practising law he also served as deputy secretary of state under Samuel Sparhawk, 1818-23, was clerk of the State senate, and was a leading light in the Unitarian Church in Concord. In 1825 he became secretary of state in his own right, and he continued in this office until 1829, when he lost the position by a legislative vote of 127 to 102.

After this political activity, Bartlett purchased the *New Hamp-*

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[1] Bartlett's "Remarks and Documents Relating to the Preservation and Keeping of Public Archives," which was printed in vol. 5 of the *Collections* of the New Hampshire Historical Society in 1837, and also as a separate, was the author's principal source for this paper. Data on Bartlett's career, however, was found chiefly in the following: N. F. Carter, *History of Pembroke, N. H., 1730-1895* (Concord, N. H., 1895); C. H. Bell, *Bench and Bar of New Hampshire . . .* (Boston and New York, 1891); *General Catalogue of Dartmouth College and the Associated Schools,* 1769-1925 (Hanover, 1925); the *New Hampshire Patriot and State Gazette,* Nov. 20, 1837; the *New Hampshire Journal,* June 15, Nov. 30, and Dec. 7, 1829, and May 16, 1831; and the New Hampshire Historical Society *Proceedings,* vol. 1 (Concord, N. H., 1874-88).

shire Journal from Jacob B. Moore and editorially supported the Adams rather than the Jackson wing of the "Republican" Party. He continued as a journalist until May 1831, when his paper was merged with the *New Hampshire Statesman and Concord Register.* During the 1820's, too, Bartlett was actively concerned with the New Hampshire Historical Society. He was one of its founding members in 1823 and served on its standing (executive) committee in 1829 and on its publishing committee for volumes 2 and 3 of its *Transactions.*

In 1820 Bartlett also was aide-de-camp and acting inspector of the militia on Maj. Gen. Timothy Upham's staff, and hence he is sometimes referred to as Colonel Bartlett. In 1830-31 he represented Concord in the State legislature.

Bartlett left New Hampshire in 1832 and settled in New York City, where he entered business with his brother Caleb, who owned a bookstore. We are told that Bartlett had never liked the practice of law and was well aware that lawyers "linger year after year on the banks of the Styx and starving on the hope of crossing to the Elysian fields of wealth and fame, while the ferry-way is so thronged that few never get near the boat, and very few indeed ever find passage." When he returned to Concord for a visit a few years later Bartlett, already marked for death, expressed the hope that he could still be of service to his fellow men. To this end he undertook to compile for the New Hampshire Historical Society his work on archives as "almost the last work of his life." During the summer of 1836 he sent out questionnaires to the States, and on December 21 his paper was read before the historical society. Early the next summer his findings were printed in the society's *Collections* under the title "Remarks and Documents Relating to the Preservation and Keeping of Public Archives," but by October 22, 1837, he had died of cancer in New York City at the age of 45.

Bartlett did not present his data on archives in the form of a polished essay. Instead he was content to make some observations regarding the security of records against fire and the contemporary methods of record keeping and to print the replies that he had received in answer to his questionnaires.

Bartlett began in righteous indignation with a stricture against the legislator who did not rest until his own titles were secure and his property insured against fire yet who, by withholding the legislative purse, showed no concern for the records of his State. "To provide for the safe and perfect keeping of the Public Archives," Bartlett stated dogmatically, "is so obviously one of the first and most imperative duties of a legislature, that no argument could make it plainer to a reflecting mind." Archivists could add to their repertory of archival dogma such other statements as ". . . everything which can be procured by money sinks into insignificance in comparison with the original records of a state . . . ," and archives are "of so priceless a value, that no money could purchase them of the poorest state in the Union, or replace them when once destroyed."

Bartlett found that the public archives had been partially destroyed by fire in six States: New Hampshire, Massachusetts, New York, New Jersey, North Carolina, and South Carolina. He further found that the Federal archives had been partially burned on three occasions. A few days after he completed his essay, there was a fire in the Patent Office, an account of which Bartlett appended to his section on documents. He bluntly charged that the destruction of records by fire was the result of "inexcusable negligence." He blamed the Federal Government: "In truth, if other fireproof rooms would have prooved as effectual for the security of its contents as the two which belonged to the War Department in 1814, it was the fault of our government that any of those archives were burnt." In addition, Bartlett predicted the destruction of the Library of Congress when he prophesied, "This *phoenix* library has already been damaged, and is *probably* liable to total destruction by fire."

Bartlett also inquired into methods of record keeping prevalent in his day. He learned that most States kept their enrolled statutes in files, and he felt this was the poorest method. He was gratified to learn that New York, Maine, and New Hampshire enrolled their statutes on good paper and bound them, with indexes. Kentucky enrolled its statutes on vellum but did not bind them. Virginia used parchment but kept the documents in cylinders. Massachusetts inscribed its statutes on vellum and bound them with indexes, and this method was preferred by Bartlett. A Massachusetts project for converting all the files in the archives into volumes with suitable indexes found favor with him, and he predicted the universal adoption of the practice. To this end he printed a letter from Jared Sparks to buttress his own opinion. It is safe to say, however, that Bartlett never contemplated binding a record group of 42,000 cubic feet!

In calling the roll of the States for answers to his questionnaires Bartlett was his own best witness for New Hampshire, of which his personal knowledge was great. During his own incumbency as secretary of state he had had the statutes enrolled on good linen paper, bound, and indexed. He described the fire of 1736, when Mr. Secretary Waldron was able to save seven featherbeds and most of the records though his house burned down. Bartlett listed the records in the custody of the New Hampshire secretary of state in 1827.

Bartlett's Massachusetts informant related the details of a fire in 1747, which destroyed a portion of the Colony's records, but cheerfully noted that the State archives were now in fireproof rooms and that recently a binding project had been inaugurated. In Maine there had never been any archival fire, but the records were kept in the nonfireproof Capitol Building. Statutes were enrolled and bound; other records were in unbound files. Vermont also reported no archival fires. Archives in that State, until recently widely separated, had just been centralized in the new fireproof Capitol. Statutes were engrossed on paper and bound; other records were in files. In Rhode Island, although part of the town records of Newport and Providence had been burned, there had been no fire among the State archives. Records were centralized in the State House, which was not fireproof. Statutes were enrolled on paper but were still kept in files, as were the other records. To round out the New England picture, Connecticut reported no losses by fire but admitted loss by negligence. State records there were maintained in the nonfireproof State House. Statutes were engrossed on paper and preserved in files, as were the remaining records.

Passing on to New York, Bartlett learned from its secretary of state, John A. Dix, later famous as a Civil War general, that New York, taking warning from the burning of the Treasury Building in Washington, was constructing a building to be ready for its archives in 1838. Before 1803 statutes had been engrossed on paper and kept in files; after that year they were bound. Other records were in files. Dix did not know of any archival fires, but Bartlett ascertained that there had been two conflagrations during the colonial period. New Jersey's secretary of state reported that in 1686 an archival fire had taken place. Not all of the New Jersey State records were kept in fireproof rooms. Statutes were engrossed on paper and were unbound, as were the other records. Many New Jersey records of the Revolutionary period were in a "state of great confusion." The Keystone State happily advised Bartlett that there had been no fires and that fireproof offices were the order of the day. Statutes were engrossed on paper and kept in files or rolls. Although no fires were reported from Delaware, Bartlett's correspondent was concerned about the lack of fireproof facilities for records. Statutes were engrossed on paper and kept in files. Other records were stored in boxes. Maryland authorities confessed that, though only a few records had been destroyed by fire, their current depositories were not fireproof. Statutes were engrossed on paper but kept in files.

A part of Virginia's archives had been burned during the Revolution because they had been removed to Westham, where, at Benedict Arnold's order, they were stored in public buildings that also contained war materiel. The Capitol Building at Richmond, where the records later were placed, was not fireproof. Statutes were engrossed on paper and placed in tin cylinders. The remaining records were both in volumes and in files. In 1831 the State House in Raleigh, North Carolina, took fire; but the records were saved. This is apparently all the information that Bartlett obtained relating to that State. Although Bartlett's correspondent from South Carolina denied any knowledge of fires, Bartlett found out from another source that the records in the secretary's office had been consumed by fire in 1698. Records in Charleston were kept in 1836 in fireproof rooms; those in Columbia were not. Statutes were enrolled on parchment and published. Records were in files and not bound. Some records had perished through dispersion, damp, and rats. J. P. King, reporting for Georgia, stated that no records had been destroyed by fire except the Yazoo Act. The nonfireproof Capitol contained Georgia's records. Statutes were enrolled on paper and kept in files, as were the rest of the archives. None other than Henry Clay answered for Kentucky to the effect that the records were deposited in a building that was not fireproof. Statutes were engrossed on parchment and filed. Ohio's archives had not been damaged by fire but were maintained in the nonfireproof State House. Statutes were enrolled on paper and filed, as was the case of the remaining documents of the State. The same situation obtained for Indiana.

Indiana completed Bartlett's roster of the States. It is interesting to note that Michigan was not represented although in his questionnaire to Lewis Cass as Secretary of War, Bartlett asked him to comment on the archival situation in Michigan.[2]

Bartlett had not finished with the States before he began to ply the departments of the Federal Government with his queries. The clerk of the Senate considered that his record rooms in the Capitol were fireproof; he could not foresee the later Library of Congress fire in that building. He did not consider that the records lost by the British foray into Washington in 1814 were of much importance. The Senate records were partly in volumes and partly in files. Bartlett assumed that this information about the Senate records would apply equally to those of the House of Representatives.

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[2] Bartlett to Cass, July 1, 1836, Letters Received, Secretary of War, 385 B (40), RG 107, Records of the Office of the Secretary of War, National Archives.

Our inquiring "archivist" next printed documents relating to the War Department fire of 1800. This fire destroyed all records except one volume that was in use elsewhere. Bartlett reprinted a group of documents relating to the losses caused by the British in 1814. The Treasury Department reported that its comptroller's, auditor's, and revenue offices suffered little from this incursion by the British, but that its treasurer's and register's offices did not escape destruction. The War Department stated that the Office of the Secretary saved its volumes of letters but that some unbound letters received "more than seven years previous" were lost. This no doubt explains why there are so few letters received, 1800-1807, in Record Group 107, Records of the Office of the Secretary of War, in the National Archives. Within the War Department, the offices of the accountant, the paymaster, the superintendent of military supplies, the adjutant, and the inspector general described various losses. In the adjutant's office the loss of certain post returns is felt to this day. The State Department was fortunate enough to have removed its records before the British entered Washington.

Bartlett devoted five pages to an account of the fire of 1833 in the Treasury Department; and, if this were not enough, just as he was compiling his report, there occurred the fire of December 1836, which reduced the General Post Office and the Patent Office to ashes. Bartlett hastened to add this account to that of the three previous fires.

In this fashion did Richard Bartlett seek to arouse the conscience of the Nation in matters related to record keeping. Subject to the frustration of unanswered questionnaires and limited by the theory that all records could be bound, he sought to spread the doctrine of archival responsibility to his own generation. His appeal was presumably not very successful if measured in terms of establishing State archives, for these institutions were slow to appear. He did, however, present a picture of destruction which, he averred, "will astonish anyone who has not himself been raking among the ashes." If his was but a voice crying in the wilderness, at least the voice was firm and clear.

The Archives of Labor[1]

By PAUL LEWINSON

National Archives

RECORDS relating to the modern labor movement constitute an important source of primary material for a variety of historical and economic studies. They are to be found among Government archives, among business records, in the manuscript collections of individuals (including those of employers, labor leaders, political figures, and specialized scholars), and among the files of labor organizations. The archival profession preserves labor records among Government archives as a matter of course in the appropriate Government depositories. A recent growth of interest — in the United States at least — in business records and history bears the promise of rescuing documentation on labor, as seen from the employer's side, from undeserved neglect and inaccessibility. Relevant collections of private papers are in some cases known to exist in institutions where they can be consulted, and it is possible that there are many more that could be made available. Least is known about the condition and content of the records of organized labor itself.

The Committee on Labor Union Archives of the Society of American Archivists believes that a dual benefit would result from an inquiry into the extent and nature of records dealing with labor-management relations. The first would be to make known what records of this sort exist and are accessible. The second would be to encourage the preservation of such records, so that they may be made available to researchers either now or whenever, after some lapse of time, the custodians of the records think it appropriate.

On these grounds, the committee has prepared a very preliminary and general report, based on currently available knowledge, on the existence of labor records, hoping that by bringing them to the attention of scholars it will be of service in facilitating their researches; hoping even more to encourage the custodians of such records to make known their holdings or to amplify existing descriptions of them; hoping, finally, to persuade the managers of such records in "going concerns" (as at the various levels of the trade union movement) to regard them not as mere "files" but as *archives* — an important primary source of documentation worthy of preservation and care. To the extent to which this report succeeds in encouraging the custodians of labor archives that are not here dealt with to make known their resources, the committee will amplify its report, looking forward to the time when the Society may publish a comprehensive guide to labor records.

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[1] This discussion, prepared by the chairman of the Society's Committee on Trade Union Archives, with the assistance of committee members Leone Eckert and Mrs. Roger Thomas, is printed as an article rather than a committee report in the hope of "encouraging a flow of material" on which the committee can base "a more exhaustive union list of appropriate records." In transmitting its report the committee requested that it be furnished funds ($100) to purchase reprints of this article, for the reproduction of questionnaires designed to elicit more information, and for stationery and postage to circulate the article and questionnaire to appropriate organizations and agencies. The committee hopes to obtain the cooperation of other organizations and agencies in this circularization and in other efforts to elicit the information desired. Eventually, the committee hopes to make available for publication an extensive list of archival and manuscript materials relating to labor.

In this report, the term "labor archives" is confined to the *official* records of the history, organization, and functioning of Government agencies dealing with labor matters, and of labor organizations, wherever found. Though such bodies of records usually contain printed and near-print materials, no collections that consist primarily of such materials are discussed, as they are documented in library catalogs. Nor are collections of the private papers of persons active in or connected with the labor movement or prominent in labor history more than touched upon, for lack of information. Attention has also been confined to records dated from about the middle of the nineteenth century — the period of modern industrialism — although it is of course recognized that there are many earlier archival sources that have great value for the student of labor history, records created by bodies politic, corporate, or other of the preindustrial period. Such documentation, much of it of nonlabor origin (such as manor rolls or guild records), is for the most part well known.

United States of America

Government Archives

The largest body of Government records pertaining to labor is undoubtedly that in the National Archives of the United States, in Washington, D. C., and to some extent in Federal Records Centers. The records of the Bureau of Labor, established in the Interior Department in 1884, are the earliest Federal labor agency records in the National Archives; those of the 1950 Wage and Salary Stabilization Boards are the most recent, having been received by the National Archives in 1953. By 1953 all Federal labor-related agencies were represented in the National Archives or in one of the Federal Records Centers by bodies of noncurrent records. Least well represented was the Labor Department itself, partly because so much of its work results in publications that make the records themselves less valuable; best represented were the quasi-judicial bodies dealing with labor problems: the Federal Mediation and Conciliation Service, from 1913 on; a succession of railroad labor boards from 1898 to the late thirties; the labor-relations agencies of two World Wars (War Labor and War Labor Policies Boards of World War I; War Labor and Wage Stabilization Boards and Fair Employment Practice Committee of World War II); the National Labor Board and successor National Labor Relations Board, from 1933 on; the Maritime Labor Board, 1938-42; and a number of less important boards and committees. Other bodies of records of considerable importance to labor are those of the United States Railroad Administration (1917-20) and the Office of Defense Transportation (1941-49), for rail and other transportation labor matters of the two wars respectively; the War Manpower Commission (1942-45), for manpower problems of World War II; the National Recovery Administration (1933-37), the Works Projects Administration (1935-44), the National Youth Administration (1935-44), and the Federal Works Agency (1939-44), for depression problems; and the Federal Coordinator of Transportation (1933-36) and the Board of Investigation and Research — Transportation (1941-42), for their reports and other data on transportation labor problems. More or less voluminous material on labor exists also in various record groups originating in agencies having no obvious connection with labor activities; for example, among census schedules, among the records of large contracting and procurement agencies, and among the records of agencies dealing with natural resources, such as the Bureau of Mines. In addition to the records in the National Archives, the agencies carrying on substantive programs of course also have their current files; these, with some exceptions, contain only material less than 50 years old.

Relevant State and local subdivision archives it is impossible to enumerate. Few are noted in the available guides, although both archives establishments and significant labor legislation and labor agencies in many States antedate their Federal counterparts. It is probable that most extant labor archives of State and local origin either remain with the current records of appropriate agencies (or their successors) or are in dead storage and unidentified.

Labor-Movement Archives

The American Federation of Labor has, at its headquarters in Washington, a considerable archival collection consisting of minutes and proceedings of its own conventions and organizational elements and those of some of its constituent bodies, and of the correspondence, speeches, and papers of Samuel Gompers, who seems fortunately to have regarded his own papers in a very inclusive sense as official records of the federation. (It is understood that the Gompers papers are currently being microfilmed by the federation, with a view to affording maximum protection to the collection.) The federation archives are supplemented by an extensive collection of newspaper clippings. These records have in a number of instances been opened to students of labor history. The Congress of Industrial Organizations until very recently regarded itself as too young a body to create any systematic archival collection apart from its current files. It does, however, maintain its noncurrent records under adequate storage conditions.

No inquiries have as yet been made about the archives of internationals, State or municipal federations or councils, or locals. It is known, however, that the United Mine Workers are developing an archives of John L. Lewis' papers and speeches; and it is likely that a number of the older unions with a strong corporate tradition have preserved some of their records, as has, for example, the International Ladies Garment Workers Union, New York (in its Research Department). Some union records have also found their way into the New York Public Library (e.g., collective bargaining agreements of the United Brotherhood of Cloakmakers), the Commons Library at the University of Wisconsin, and the Rand School Library, 7 East 15th Street, New York.

As for labor leaders' papers, it is known that some of Samuel Gompers' are in the New York Public Library and that those of Terence Powderly, John Hayes, and John Mitchell are at the Catholic University, Washington, D. C. At the last institution, also, are the papers of Msgr. John F. Ryan.

EUROPE

Government Archives

For the most part, government labor records in the other American and European countries were in 1950 still in the custody of the currently active official labor agencies — ministries, boards, and so on. Exceptions were the Scandinavian countries and Germany. In the Scandinavian countries, the central archives at Copenhagen, Oslo, and Stockholm had received inactive labor records until a relatively recent date, but there were restrictions on the use of records less than 60 years old in Denmark and Norway.

In Germany, Italy, and the U.S.S.R. special circumstances arose out of the Nazi, Fascist, and Communist revolutions. At a very early stage of the Third Reich, Nazi authorities seized the records of the former labor unions and their affiliated organizations, and of former manufacturers' associations, together with their collections of pamphlets, clippings, and other printed material, and built upon them the records of the Arbeitsfront. This collection was called the Zentralarchiv der Deutschen Arbeitsfront and was housed at 14 Leipziger Platz, Berlin W.9. It was still in existence in 1944, as was another subsidiary archival agency, the Berufskundliches Archiv der Reichanstalt für Arbeits-Vermittlung und Arbeitslosen Versicherung, at 12 Hardenbergstrasse, Berlin-Charlottenburg 2.

There is reason to believe that in Italy a similar consolidation took place in the two Fascist Ministries of Lavori Pubblici and of Corporazione. The first-named continued after the fall of Fascism (via Nomentana 2, Rome) ; the second was incorporated in part in the new Ministero del Lavoro e della Previdenza Sociale (Piazza Dalmazia, Rome). A special body of records dealing with labor conditions under Fascism and with the elimination of Fascist forms and policies in the period 1943-46 by the Allied Commission's Labor Sub-Commission is in the Historical Records Section, Adjutant General's Office, Department of the Army, Washington, for official use.

Since 1918 the Soviet authorities have applied the term archives not only to segregated noncurrent records but to current records as well. The first class, which alone would in Western usage be termed archives, are denominated "historical archives" and were cut off in 1917. From that date on, the current records accumulation is called the "archives of the October revolution." Separately maintained are the "archives of the trade unions," presumably the current (post-1917) records of the official trade union structure. This three-fold division is supposed to prevail not only at the central government level but at the constituent-republic and all lower levels.

International Agencies

The International Labour Office at Geneva, Switzerland, maintains a card-indexed registry (central files) as well as outlying files in operating offices, in which are inactive but important files segregated in 10-year accumulations for archival preservation. Categories included cover all aspects of the office's work, substantive and administrative. Some are confidential.

Labor Movement Archives

No survey has ever been undertaken of archival source materials representing the labor movement either in the United States or abroad. Four European nongovernmental depositories, however, are known to exist, in which are to be found records of trade unions and allied bodies and activities, including the political labor movement, and in some cases, perhaps, appropriate private papers and printed matter. They are the Arbetarrörelsens Arkiv (Upplandsgatan 4, Stockholm — the earliest of these four, dating from 1872), the Arbeiderbevaegelsens Arkiv (Hjalmar Brantingsplads 5, Copenhagen), the Arbeiderbevaegelsens Arkiv (Vilsesgate 1, Oslo), and the Työväen Arkisto (Paasivuoikatu 3, Helsinki).

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Have You Looked at Your Pictures Lately?

By JAMES D. BRECKENRIDGE

Corcoran Gallery of Art
Washington, D. C.

DURING the past few months, members of the staff of our art museum have been scouting for material for a forthcoming exhibition of an historical nature, and our search has led us into many historical societies, libraries, and archives. These experiences have confirmed what had always been a vague suspicion — that whereas a great many such institutions have collections of works of art of one sort or another, a lot of those works of art are in pretty sad shape; in fact, in many cases it's all but impossible to use these collections for study purposes, thanks to a combination of dirt, neglect, bad hanging, and nonexistent lighting.

Some of this is understandable. After all, the pictures are just a sideshow at the library or archives. The staff hasn't been trained in their care and handling or in the latest exhibition techniques, and librarians and archivists are usually aware that the artistic value of the pictures in their collections is frequently on the negligible side. The value of these pictures is another one; it is the same value that the books and letters and documents in the archives have. These pictures are documents of the appearance of things, people, and events of the past, and as such they have as much right to survival as Great-Aunt Nettie's diary.

I don't believe that this general neglect is intended; a number of librarians and archivists with whom I've spoken have expressed their own concern on the matter. Whatever the attitudes of former generations (even in art museums, where people are supposed to know better), the contemporary archivist is becoming aware both of the value and of the present sad estate of his pictorial holdings. I feel that the main difficulty is that he doesn't know what to do about it. Not only does the average well-trained archivist have only the vaguest ideas of what might be done to show his pictures to better advantage — but he's also mortally afraid that, should he try to do something with them, the expense would be totally ruinous.

If these well-intentioned archivists only knew it, the time and funds required to keep pictorial documents in viewable condition are not large. Let's look at it this way: virtually every important library has a workman who keeps leather bindings oiled, simply as a matter of good sense. The librarian knows that the expense involved in this is a fraction of the cost of rebinding books that have fallen apart. In the same way, it's a lot cheaper to keep your paintings in good health than to have them fixed once they've fallen to shreds — but even then, the cost won't be as much as the average library's annual binding expense.

With the idea, then, that perhaps some archivists will be stimulated to giving thought to the preservation of those pictorial documents, a few notes are offered on general aspects of the care and maintenance of picture collections. These notes are not meant to be definitive — lengthy books are being written on the subject all the time — nor are they necessarily the last word on the subject, since nearly every one has special crotchets on certain details. They may serve, however, as a brief introduction to the subject.

Primary conditions in the preservation of pictures depend upon the materials of which they are composed and on the substance which carries the pigment or ink: in the jargon of the trade, the medium and the support. The support, the substance on which the paint or ink is placed, may be of almost any material, but for my present purposes I shall limit discussion to three general categories. Most oil paintings are on canvas supports, although a few are on wood (and they may, of course, be on paper or a wide variety of hard materials such as metal or stone as well). Most other types of pictures, such as water color paintings, drawings, and prints, are on paper. Let us consider pictures on paper first of all.

Paper Supports

No one knows better than the archivist the many ills to which paper is subject; so we need not belabor this aspect of our problem at great length. The fact of the matter seems to be that, in practice, pictures on paper appear to survive better from year to year, with a minimum of normal good care and protection, than do paintings on canvas, wood, or even stone.

This is true, of course, only of rag-content paper, the kind used almost exclusively by artists. Such paper does not dessicate or discolor as does wood-pulp paper, unless it is exposed to the elements. It will stain if soaked in water, of course, or if left in contact with wood, woodpulp paper, or other colored materials over a long period of time. Certain elementary precautions, therefore, should ensure the safety of most works on paper supports under most normal conditions.

If kept in boxes or otherwise stored (boxes are ordinarily best), the pictures should be mounted in heavy mats made of rag material (like the paper itself). If the mat has a window in the front, a sheet of tissue or acetate will protect the picture. In mounting a picture in this or any other mount, the fewer points of attachment the better. Two cloth hinges at the top of the sheet of paper should be sufficient to hold it securely for normal storage. Under no circumstance should the picture be attached, by hinges, glue, pins, or anything else, on all four, or even three sides: this can create tension in the paper itself, leading to rips and tears in the support. In all cases, pictures mounted in such mats should be stored flat, in dustproof boxes wherever possible. When exhibited, they must at all times be protected, preferably under glass, although various transparent plastics may be useful for certain types of temporary installations. Here again, it is essential that no wood or woodpulp paper come in contact with the picture.

The primary dangers which threaten pictures on paper supports are, after the universal peril of fire, staining from water, mold, and the risk of tearing. The precautions mentioned above should prevent most sorts of accidents from happening to properly mounted pictures. In cases where pictures have already suffered damage it is best not to attempt repairs oneself, except in the case of mending a superficial tear; instead, by all means consult an expert. You will be amazed at how much can be saved of even an apparent ruin.

CANVAS SUPPORTS

Paintings on canvas seem to be subject to a far wider variety of ills than those described as imperiling those on paper. Oils on canvas are of course susceptible to damage from fire and from water soaking, and they tend to fade in direct sunlight (what picture doesn't?). They are also responsive to changes in atmospheric conditions in a most discouraging way, and they undergo a routine of physical deterioration which requires the periodic attention of professional conservators, whether or not actual damage has already been suffered.

The structure of the most common type of oil painting is as follows: its basis is a sheet of canvas, which is tacked to a square or rectangular frame of wood known as a stretcher. Before the colors of the picture are applied, the canvas is generally prepared by being coated with a simple "priming" coat of paint, called the ground.

This ground is ordinarily of white paint, although in some periods of history brown and other colors were used. Over the ground are then applied the colored paints of the picture itself. Finally, when the painting is completed, most artists apply a protective layer of some type of varnish, which guards the pigment layers from direct exposure to the chemicals of the air. In summary, then, we find the following layers: the canvas or other support, the ground of white or colored paint, the picture itself, and the protective layer of natural or synthetic varnish.

It is this protective layer that changes color with exposure to the air (as the pigments themselves would do without it) and provides that brownish "old master tone" which used to be seen universally in pictures hung in art museums. Since it has been appreciated how much the discoloration of varnish falsifies the appearance of paintings, most public collections have largely been restored to a far closer approximation of the way the pictures looked when leaving their creators' studios.

Although at first glance it might seem better to leave off this troublesome varnish entirely, that would involve us in far worse difficulties, since the colored pigments, once completely exposed to the air, tend to alter their appearance, each in its own way, and so to lose irrevocably the original tones, which at least can be recaptured when the varnish coating is refreshed.

The discoloration of varnish becomes serious after the passage of some 20 or 25 years, in the average American climate, and after that period should receive attention. A competent conservator can easily remove the old varnish and provide a protective coating without in any way affecting the actual paint surface of a painting. In recent years a number of synthetic varnishes have been developed which, it is hoped, will not have the color-changing properties of natural resins. If this is so, something in the nature of a permanent protective coating may be developed for oil paintings, but in the meantime periodic attention will remain a necessity.

Although the protective coating shields the paint layers from many possible dangers, the lower levels of the paint are also subject to deterioration with the passage of time, so that certain characteristic problems arise in the case of most old paintings. For one thing, summer heat and humidity in non-air-conditioned buildings will tend to cause canvas to expand, and many old pictures, unless treated from time to time, become quite slack on their stretchers. In the winter, the aridity of central heating brings about the opposite reaction. It also accelerates the evaporation of the oil medium of the pigment, and makes the paint itself hard and brittle and tending to separate from the ground and / or the canvas. A certain amount of "crackle," as the characteristic pattern of dried pigment is called, will be apparent in the surface of any old painting; but careful examination will reveal whether the picture is actually in danger of losing some of its paint.

The fairly even temperatures and gradual atmospheric changes of large buildings will not affect pictures too seriously. In time, moreover, the paintings may adjust so well to these seasonal changes that they actually "breathe" in a regular rhythm of adjustment, and trouble has been experienced in transferring them from, for example, a large private mansion to the carefully regulated "ideal" conditions of a completely air-conditioned museum, where such changes no longer take place. In one instance I have in mind, the paintings blistered and cracked to a remarkable extent for months, until they had adjusted to the new conditions.

Placing glass over oil paintings, while it protects them from the perils of the pointed umbrella and the leaking roof, may expose them to other dangers: in particular, the glass tends to trap atmospheric moisture on the surface of the paint. Here as a consequence mold may develop, starting in the varnish and sometimes destroying portions of the actual pigment layers when not arrested at an early stage.

In installing paintings with canvas supports, then, it is necessary to remember the following points: make certain that the canvas is taut on its stretcher, and that the picture itself is securely placed in its frame; see that the framed picture is held firmly to the wall (suspension from a molding is in general the preferred manner of hanging); keep the picture away from exposure to direct sunlight and make sure it is not over a flue or near any sort of radiator or open fire; if there should be a leak or other water damage, ascertain its extent immediately and have the damaged paintings attended to without delay.

Once your paintings are installed, their preservation can be assured only by periodic and thorough examinations. The archivist or librarian can check his paintings for superficial condition without a great deal of difficulty, using only a stepladder and a flashlight. If it is not practicable to take the pictures down from the walls, get up on the ladder and test each canvas in turn for the following: the tension of the canvas, which tends to become limp with the passage of years; the brittleness of the paint surface, which dries out and thus becomes more subject to damage from pressure or abrasion; cracks and flakes and blisters of the surface; and simple dirt and discoloration.

Regarding the two last items a few more words may be necessary. In the process of the drying out of paint and varnish, as we have stated, virtually every oil painting of any age will develop a pattern of cracks, or "crackle," which will not ordinarily involve any damage or loss to the picture itself. On occasion, however, conditions of heat and cold, dampness and dryness, encountered in the average building will cause parts of the paint surface to separate from the ground, or of the ground to separate from the canvas. Such a condition is frequently visible to the unaided eye, even in its early stage, but it is still more obvious when seen under a strong raking light, held close to the surface of the painting; even a flashlight will serve. If flakes of paint are seen to be lifted away from the canvas at one or more edges, or if "blisters" appear to have been raised away from the canvas, it will be necessary to call upon the services of a professional restorer in order to save the picture from imminent danger of serious loss of paint. In the meantime, it will be safer to lay any picture showing such symptoms flat on its back (so that the paint cannot actually fall off). Above all, do not "test" these flakes or blisters with your finger, or a pencil or other instrument, in order to "see how bad it is"! Rest assured that it is bad already, and this will make it a lot worse!

Even if no flaking or blistering is evident, it may be noticed on close examination that the picture is dirty and discolored and that the murky atmosphere which has always been taken for granted as its natural appearance is in reality the result of years of incrustation with dirt and smoke, as well as of the darkening of the varnish described above. In such a case quite a good deal of improvement may be made with a simple dust rag or with a camel's-hair brush.

Several manuals on the care of pictures state that oils can be cleaned at home with soap and water. While it is true that 9 out of 10 oil paintings will not suffer any damage from this sort of cleaning at the hands of an amateur, only a professional can detect which one is the tenth picture, before the damage is done. Any museum curator, part of whose job is to examine paintings brought in from "outside," sees dozens or hundreds of pictures each year which have been totally ruined by overcleaning; he is fortunate, in fact, if he does not have some such specimens in the collections already under his care. It has always seemed incredible to me what violent means have been used by amateurs and quack professionals to "restore" paintings: harsh chemical compounds, abrasives, borax, Dutch cleanser, even steel wool!

It is the writer's conviction that it is always better to do too little rather than too much; if the picture remains dirty, the original pigment at least remains intact under the grime, to be revealed at some later time. But once a painting has been damaged or overcleaned, no "restorer" can bring back the paint of the artist himself, or reproduce the touch of the original master. There is no doubt in my mind regarding the desirability of having all your paintings in viewable condition; if you can afford to have the picture cleaned (and that is not so expensive as many people imagine), by all means have a competent professional do it; if you cannot afford it now, wait until you can, and be safe.

Wood Supports

A certain number of paintings in oil and other media are on wood supports; this is more common in European pictures but may be found in many works produced on this continent as well. Though the general precautions to be followed in the case of wooden supports are the same as with paintings on canvas, there are a few special problems which arise in connection with wooden panels.

In the first place, wood is subject to expansion and contraction to a greater degree than canvas, and the result of such action is still more dangerous to the paint surface. Whereas canvas expands with age, wood shrinks, and over a period of decades a wood panel tends to become smaller than the painted surface it supports. When this happens, it is only natural that the paint surface should buckle, wrinkle, and crack; the crackle, the flaking and blistering, described in connection with oil paintings on canvas becomes far more serious on wood; and it is far more difficult to treat. If you discover that your paintings are undergoing deterioration of this sort, follow the same rules as prescribed for oils: take them down, lay them flat, and call for help. In addition, the wood of the panel may be attacked by insects, worms, and other pests. These can usually be discovered by examination of the back of the panel.

Certain remedial measures may be taken to preserve the paint surface of a wood panel, but the fact of the matter is that there is nothing in the way of a permanent cure for its ills, once they have begun. Some two centuries ago a Frenchman first discovered a means of transferring paintings from one surface to another, and from time to time large numbers of pictures have been removed from their original wood panels to canvas; at other times the reverse process has taken place. Aside from the esthetic objection that such transfer tends to give the paintings a different texture from that intended by the artists, this procedure is extremely tedious, very expensive, and still not a positive cure.

Somewhat similar problems exist with paintings on metal or stone, where the paint is unable to penetrate and hold to its support as it can with canvas or wood. These paintings must be treated with the greatest of care, and protected as much as possible from sudden or extreme changes of temperature and humidity.

General Problems

The primary function of pictures in a library or archives, as I have said, is documentary, and it is the responsibility of the librarian or archivist to preserve them for study as documents, just as he does the books, manuscripts, and other things in his care. For this purpose, it is most desirable that each institution have some budget, however small, devoted to the maintenance of its picture collections. This may be considered an item similar to the appropriation for binding, which preserves books for future use and prevents their disintegration and decay. If an institution spends a certain amount each year for the cleaning and repair of pictures, it can avoid large expenditures for their rescue, the only alternative to which is total loss.

The first hazard to paintings, as to books, is fire, and it is to be expected that all archives and libraries have taken comprehensive precautions to diminish this hazard. With regard to paintings, a word on countermeasures may be superfluous, but it is offered for what it may be worth. The soda-acid type of fire extinguisher, which is most commonly in use, is also the kind most dangerous to paintings. The carbon dioxide gas released by these extinguishers is not harmful in itself, but the stream of the extinguisher usually contains quantities of undissolved acid, which is very injurious. The recently developed type of extinguisher that releases pure carbon dioxide gas is far more safe.

Next in the list of dangers to paintings is water, which may of course be used, of necessity, in combating a fire. Since the effects of water are neither so immediate nor so irremediable, and may be corrected if caught in time, one should not hesitate to soak pictures, if that is necessary in an emergency; but remedial action should be taken promptly thereafter. Precautions should always be taken to see that water from leaking windows and roofs or any other type of seepage does not reach paintings.

The weather is always with us, and pictures are completely protected from it only by total air-conditioning and controlled humidity — conditions which, alas, are not yet provided for every picture collection in the land. Pictures installed in large buildings with spacious rooms, as we have remarked, enjoy changes of temperature and humidity which are relatively gradual; such pictures will adjust to their environment with some ease and may avoid serious injury if not exposed to sunlight, radiators, flues, and similar dangers.

There is yet another hazard to pictures — the curiosity of the general public, the people who have an insatiable desire to poke fingers, pencils, umbrellas, and walking sticks at pictures to point out details to one another. The mustache artist is still with us, as well. These and the other dangers of public exhibition can only be mitigated by adequate supervision of all galleries open to the public, coupled with large measures of faith in the essential goodness of human nature.

HANDLING AND STORAGE

The one truly inexcusable type of damage to pictures is that occasioned by the personnel of the institution itself. Accidents will happen, but they can certainly be kept to an absolute minimum by the exercise of elementary precautions and rudimentary care. The primary sources of danger of this type are two: lack of attention and an attempt to do too much at once. It is absolutely necessary to pay attention to what is being done, and what is being handled, at every instant until the picture is securely placed at its final destination. If a picture is to be moved for any distance inside a building, it is necessary to ascertain that the entire route is free of obstructions and that it is adequately illuminated. Although light pictures, especially prints, drawings, and water colors, can be handled with safety by one person, no more than one item should be handled at a time, so that no chances are taken.

A picture of any size should always be handled by two men, one at each end, making certain that a secure grip is held on the frame, *not* the picture itself. Before moving any picture, for that matter, it is important to be sure that the stretcher or panel is securely attached to the frame and will not drop out; the same is true of pictures on papers supports, mounted under glass. When handling a canvas, it is important to remember that the fabric can be punctured by the hand of one of its carriers or by bumping or resting it against another object along the route.

In storage, paintings should be hung — not stacked or otherwise rested against walls or each other, except for very short periods. If sufficient wall space is not available for all of them (and it usually isn't), a storage room should be furnished with racks hung with heavy wire netting, on which the pictures may be suspended by hooks.

As regards packing for shipment, it must be remembered that paintings are as fragile as the most breakable of glass, and they must be protected with this in mind. Specific instructions would be out of place here, but it might be well to check with a local storage and shipping firm for advice, if not for help, should you have occasion to ship one or more of your pictures.

Exhibition

The value of pictures as documents may depend in practice upon whether or not they are seen; and the old-fashioned exhibition techniques, or rather the absence of any exhibition techniques whatsoever, in many libraries, archives, and historical collections, goes a long way toward preventing the proper utilization of the material available, if it does not prevent the student from even discovering its existence.

I have suggested that the archivist or librarian will do well to examine carefully the pictures under his care. While he is doing so, it would be well, in my opinion, if he were to examine them further, and ask himself a few questions. Are these pictures worth seeing? If not, what are they doing here? If they are, are they being shown to best advantage? For that matter, can they be seen at all? If not, what can be done about it?

The old-fashioned way of hanging pictures, one above another straight up to the ceiling, filling every available bit of wall space, is still the practice in far too many of our public institutions. In libraries, if this is not the practice, it is often true that pictures are hung above the shelves, so high that, even if they are not crowded together, they are completely invisible from the floor. We may assume that there must have been a time when people had keener eyesight and more flexible necks, so that they enjoyed examining pictures stacked four, five, and six high up to the ceiling. But a frailer breed of mortals is with us now; and, for better or worse, we find ourselves obliged to accommodate ourselves to their peculiarities.

While you are checking the pictures under your care, therefore, look at them more carefully; see if some of them aren't well worth being seen — while others would be of interest to only a very few students, perhaps only to genealogists. Weed out your pictures, then, and select only enough to be hung at one time in your available wall space, in a single row, without crowding, and with adequate illumination. Put the others away in storage and, if at all possible, rotate your exhibits from time to time, bringing out worthwhile pictures and putting others away. No one else may notice it, but I am certain you yourself will be cheered by the release from monotony.

You will find by trial and error that there are more and less harmonious ways of arranging your pictures. Perhaps you will like symmetrical arrangements, with pictures of alternating horizontal and vertical proportions; you will find that certain pictures of the same size and proportion balance, while others do not, because of differences in colors and shapes within them. Try it; you will have a great deal of fun — and before you are through, you will know a great deal more about your pictures than you ever did before.

Conclusion

Should you wish to go into this matter of caring for your pictures more fully, turn to the excellent brief treatise by George L. Stout, *The Care of Pictures*, published by the Columbia University Press in 1948, or to the pamphlet published by the Metropolitan Museum of Art in New York on the care and handling of paintings. Either of these works will provide leads to further study, should you wish to undertake it.

It should not be felt that the remarks offered above are meant to be dogmatic or that, if an institution is unable to undertake the full care offered by an art museum, it must relapse in discouragement to utter neglect. Perfection is of course desirable, but at the present time it is more important that at least some beginnings be made and a little attention paid to the problem.

The important thing to remember is that the condition of all pictures should be checked periodically and regularly, to ensure that they do not deteriorate without your knowing it. If the appearance of the pictures is noted at regular intervals — and even the simplest notes are taken — it will always be possible to prevent any sort of serious damage.

If anything is wrong, do not hesitate to call upon expert assistance. There are a great many "restorers" in all parts of the country, so that it is not difficult to reach one; but, in order to know the competence of the man you use, it is always best to contact officials of your local, or nearest, art museum and find whom they recommend or use themselves. They may even be able to send a staff member to examine your pictures, and check your conclusions before further steps are taken.

Finally, once pictures are put in good condition, they deserve to be seen, and it is your responsibility to show them off to good advantage. Remember that these pictures are an important part of the heritage it is our responsibility to preserve.

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The International Congress on Archives, 1953[1]

By WILLIAM J. VAN SCHREEVEN

Virginia State Archives

THE Second International Congress on Archives met at Scheveningen — a seaside resort a short distance from the Hague — June 14-21, 1953. In attendance were 400 registrants from 20 countries. Four delegates from the United States attended — Lester K. Born, Secretary-General, and three delegates from the Commonwealth of Virginia.

Registration and various committee meetings were held on June 14. The meeting of the Constituent Assembly was held on the afternoon of the following day. Four minor changes to the constitution were adopted, and dues to the organization were increased from 5 Swiss francs for an individual member to 15 Swiss francs. Association and institutional rates were also increased.

Several resolutions were presented in behalf of the Society of American Archivists. Two of them — one for the preparation of a universal bibliography on archival administration and the other for the preparation of a guide to international archives — were unanimously adopted.

Officers were elected, and D. P. M. Graswinckel, Director General of the Netherlands Archives is the new president of the I. C. A. The next congress will be held in 1956 in Florence, Italy.

Six reports or papers were prepared for delivery at the working sessions of the congress. All the reports were based upon detailed questionnaires that had been prepared in advance. This system prevented the reporter from developing the topic assigned to him in his own way, but it had the advantage of enabling him to digest and report on the various replies he had received. Most reporters indicated that from 20 to 30 replies to the questionnaires had been received from archivists throughout the world. The reports, then, represented the thoughts and opinions of most of the leading archivists of the world as drawn together and summarized by the reporters.

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[1] Paper read at the annual meeting of the Society of American Archivists at Detroit, Michigan, September 14, 1953.

The reports, printed in English and in French, were distributed to the delegates at the time of registration. The meeting place fronted on a large and inviting terrace cafe, and it was necessary to pass the hotel bar on the way to the meetings. Inasmuch as the delegates all had the printed versions of the speeches, it is obvious that archivists are made of stern stuff; most of the sessions were well attended. Perhaps, however, the fact that after the opening session curtains were used to cut off the view of the terrace and the fact that the bar was closed during the meetings may have accounted for the attendance.

The inaugural meeting of the congress was held on the morning of June 16. After the usual addresses of welcome, Herman Hardenberg, conservator at the General State Archives of the Netherlands, delivered his report on "Uniformity of Archival Terms." Members of the Society of American Archivists are well aware of the difficulties involved in archival terminology in this country. Hardenberg found that much confusion also existed in European countries. The archivist of the Zurich Canton was of the opinion that uniformity of terminology was impossible even in Switzerland.

There was uniformity of opinion on the definition of *fonds d'archives* or archives unit, and most archivists believed that strayed documents which properly belong in an archives unit should be reintegrated and that documents that do not belong should be removed. Only the English demurred on this point.

In the definition of specific categories Hardenberg found a "real babel." There was no general agreement as to terminology. Charters, diplomas, acts, registers, and so forth, were all defined with different shades of meanings. In Bavaria a register means a volume noting in brief form the entry and the expedition of acts. Elsewhere in Germany the term is used as a synonym of index. In Luxembourg the term register is used for the minutes of a determinate authority. In Italy the term is a common one for those volumes in which are recorded deeds, acts, resolutions, letters, and so on. Even that which Hardenberg calls "an assemblage by sewing or binding papers" and which he feels should uniformly be called a volume is otherwise designated in other countries. A wide diversity of definitions was noted in the usage of such terms as dossier, bundle, lias, cover, pack, file, and envelope. Some of the distinctions are so subtle that they appear to be a definite straining after sematic gnats.

Hardenberg concluded his report by a discussion of three possible ways to arrange archives — chronologically, by subject, and by administrative organizations. Classifying according to administrative organizations or according to the principle of provenance is followed by some but not all countries. In German Switzerland, for example, the archives units before 1798-1803 are classed by subject groups and chronologically within the subject group. Decimal classifying is seldom used by archivists, but certain current local records in some countries are classed in accordance with a devised decimal classification. As Hardenberg pointed out, such schemes are of so recent a date that the archivist is as yet unable to determine the value of decimal classification. The report ended with the suggestion that the International Council on Archives consider the establishment of a committee on uniform terminology.

The report made on the afternoon of June 16 was given by Camille Tihon, Archivist-General of Belgium. His paper was entitled "Archives and Documentation," and the nature of the questionnaire upon which the report was based indicates that the intent was to determine the archivist's relation to reference work. To the question whether the archivist's duties should include the function of directing research, Tihon found that all answers were in the affirmative. Not only should the archivist be able to guide researchers to the utilization of the collections in his custody, but also he himself should participate in historical research.

In order to guide research and to make the records available to scholars, finding aids are necessary. Guides and inventories are particularly desirable, and Tihon took quiet pride in the fact that Gachard in Belgium had published a guide as early as 1831 and was instrumental in obtaining a royal decree ordering the preparation and publication of inventories of the State Archives. Readers of the *American Archivist* know how often the excellent inventories prepared in Belgium are reviewed in that journal. Indeed, the person who inspects the archives of Europe — and it was my privilege to visit a number of them after the congress — will be struck by the fact that records are seldom made available for research until an inventory has been made. Francis Berkeley, who has recently examined many record depositories in England, likewise finds that the compiled inventory or the contemporary manuscript inventory is the essential working tool of the archivist. Tihon pointed out that the Archives of France have published more than 900 summary inventories, and the speaker categorically stated "the first and main task of the archivist is therefore to establish and to publish inventories."

In answer to the question as to the establishment of card indexes containing ample summaries of the records, Tihon found that all archivists agreed this would be eminently desirable but probably impossible. It was deemed more essential to arrange and inventory before undertaking the formidable job of indexing. A certain amount of indexing has been done by some institutions; and the reporter mentioned a special name, locality, and subject index made in Belgium, based, however, upon the printed summary inventories.

Most of those answering the questionnaire were of the opinion that the archivist should not only create finding aids for his own collection, but should also be able to furnish the researcher information on material that might be found in other institutions. The collection of useful inventories of other archives was considered especially desirable, as the archivist should be able to guide researchers to those collections that supplement the documents in his custody.

It was not felt necessary or desirable to maintain a file of research projects and of the names of researchers. In Italy it is forbidden to divulge this information, and the former practice in Belgium of printing a list of research topics has been dropped. Tihon suggested that perhaps the only time such information might be divulged is when a researcher unwittingly begins an investigation which has already been pursued by someone else.

Most of the rest of the questionnaire was devoted to contemporary documentation. From the questions it appears that the concern was with an information or documentation center devoted to the dissemination of data on current political, social, economic, and cultural problems. The archivists were asked if recent periodicals, clipping files, and other current data should be collected. Quite properly the answers made by most archivists were summed up by Tihon that such an information center "exceeds absolutely the limits of the mission assigned to archivists." It was pointed out that the functions of the so-called documentation center belong to the librarian. Documentation centers have been established in about 30 departments in France. The archivist of the department directs such centers; and, although the plan has met with some success in that country, Tihon indicated that the majority of archivists with whom he corresponded were strongly opposed to documentation centers under the care of archivists.

The speaker for the third working session was Count Riccardo Filangieri, Inspector-General of the Italian State Archives at Naples. His report was entitled "Archives and History of Art."

The speaker pointed out that in most cases art objects such as illuminated manuscripts, fine bindings, and engravings are to be found in libraries and museums. The art objects usually found in an archives are seals, maps, and drawings. An archives, however, often contains documentation for art objects. Thus notarial records may record contracts entered into by the artist, and often financial records show payment made to him. Family archives often furnish much data on the works of art that embellished a manor or castle. Wills, deeds, inventories, parish and church records, and other vital statistics all furnish data on the artist's life. Since such records generally fall into established archival units it is unnecessary to make a separate classification for them. The information should, however, be brought out in inventories and indexes. Denmark has issued a publication entitled "Sources for the History of Art," based on the archives of that country.

In addition to listing or inventorying the documentation of the history of art as found in an archives, it is also necessary to catalog the art objects the archives possesses. Thus a chronological inventory of seals should be made — the reporter noted that the Archives Nationales of France has about 100,000 seals. An inventory should also be made of maps and drawings. The speaker called attention to the fact that many archives have objects of art which might be called furnishings of the archives building. These sculptures, paintings, and tapestries, if of artistic merit, should be carefully inventoried. The reporter concluded his remarks by saying that the documentation of the history of art that can be accomplished through the use of archival materials is a most valuable contribution to the history of civilization.

On the morning of June 18, Mlle. Régine Pernould, a staff member of the Archives Nationales of France, presented her report on "Historical Museums of Records." The questionnaire indicates that exhibits of documents was to be the basis of the discussion. Since many of the European manuscript exhibitions are very large (France at one time had 1,444 documents on exhibit) and are often displayed in a separate room or building, the European exhibits tend to be "museums of records." Most of these exhibits are permanent and strive, through the display of documents, to depict the history of the nation or locality. Although the chronological order is followed in most exhibits, there is an increasing tendency to subdivide the chronological span into smaller topical groups. Thus the French museum of records has groupings of documents illustrating the renaissance and the classic period, the revolution, and the "First Empire"; and a group entitled "France in the World" displays documents about the voyages of discovery and the relations of France to foreign countries.

Aware that continued exposure to sunlight has caused the documents to deteriorate, various archivists have tried different methods of protection. Most institutions use curtains to shield the documents except when they are actually exhibited. Artificial lighting is used by many institutions, although some countries still use natural lighting. The elaborate precautions taken by the United States to protect the Declaration of Independence and the Constitution of the United States are not duplicated for any European documents. Italy is apparently the only country that attempts to control humidity by placing a hygroscopic substance in the display case.

Most European "museums of records" charge a small fee to view the displayed documents, which in practically all institutions are described in a printed catalog. Entrance fees are waived for school children and most institutions encourage visits by teachers and pupils. France has the most elaborate educational program. Through the assistance of the Ministry of Education, an educational service has been established there. Three trained workers in the museum cooperate closely with a representative on the faculty of every educational institution in Paris. These representatives — and there are over 300 of them — arrange the tours of the school children and receive circulars, folders, and other publications prepared by the museum specialists. Facsimiles of documents are sent to the schools, and when the children visit the museum of records they are permitted to handle and attempt to decipher records pertaining to various topics upon which they might be making a special study.

The reporter apologized for devoting so much time to the museum activities in France, and she briefly discussed the work done in other countries. In general she noted an increasing interest on the part of the public in history and believed that, since history is based upon authentic documents, the archivist should strive to present, as attractively as possible, selected documents that both appeal to the public's fancy and describe a part of the nation's history.

Sir Hilary Jenkinson, Deputy Keeper of Records, British Public Record Office, presented his report on the training of archivists at the fifth session. The speaker indicated that in England the higher staff of the Public Record Office consists of the Deputy Keeper, the principal assistant keeper, 5 assistant keepers, and 16 "class 1 and 2" assistant keepers. These keepers are chosen by a selection board on the basis of their having attained high honors in classics, history, or law and their thorough knowledge of Latin. Successful candidates must serve a probationary period of 2 years in the Record Office. Training courses have been established for those individuals desiring to work in local or county record offices. A 2-year course is offered at the University of London. Candidates for this course are selected by interviews with graduates having honors in the arts. During the first year, classes are given in archival administration, paleography and diplomatics, English administrative history, medieval Latin and Anglo-Norman French. Some of the lectures are given by the assistant keepers of the public records, and others are given by the teaching staff of the university. Three weeks are spent by the classes in various local archives during the first year; and, if a candidate passes his examinations, he spends the second year in an approved archival depository. Here he must prepare a list or calendar of documents; if this compilation is satisfactory he is granted a diploma.

Aside from England, most countries consider a university degree as a necessary qualification for a professional archival position. In addition many require specialized training. In some instances this training is given at the archival establishment, while in other countries established courses in archival history are offered. The best known is the École des Chartes in Paris. In Italy, archival courses are offered at various universities; and in Austria technical training may be received at the Institute for Austrian Historical Research at the University of Vienna. The West German Republic has an archives school attached to the State Archives at Munich, which is open in general only to officials. The school connected with the Marburg Archives is open to others.

It appears from Sir Hilary's findings that the higher professional positions invariably demand (1) a university degree and (2) specialized technical training received either from an archives school or through inservice training.

The final report was prepared by Wayne C. Grover, Archivist of the United States, and read in his absence by Lester K. Born. The assigned title of the report reads "Communication With Displacement of Documents," but the nature of the questionnaire and the report indicates that the matter to be discussed was the domestic and international lending of archival material.

American archivists may be somewhat surprised to learn that lending of original material is not an uncommon practice among European archivists. Certain categories of documents — such as fundamental charters, artistically valuable documents, and fragile records — are excluded from all lending. In some instances certain records, such as church registers, will be lent only once to a particular institution. The director of the archives usually decides which documents can be lent, but in some cases the decision must be made by the ministry of which the archives is a unit. In no instance, however, will documents be lent for those solely engaged in genealogical research. Loans are made not to individuals but to institutions, for the use of the individual scholar. The institution receiving the documents assumes responsibility for them. Lending is done both on an international and on a national basis. Domestic loans outnumber international loans, and Grover found that, in addition to loans for scholarly research, documents were lent to the agencies that had deposited the records in the archives. This occasional withdrawal of records by the agency of origin from the archival depot probably also prevails in most American archival institutions.

In reporting on loans made for exhibit purposes, the reporter found that often many countries would contribute documents in order to create a meaningful exhibit. In the United States the National Archives and other institutions permit the loan of documents for exhibit purposes. The "Freedom Train" exhibit is perhaps the outstanding example of a cooperative exhibit made up of documents borrowed from many institutions and individuals.

Dr. Grover discussed the slight amount of lending of manuscripts for scholarly purposes by the United States and concluded that the technique of microfilm has made unnecessary the lending of original documents. Thus the microfilm publication program of the National Archives makes available to distant researchers, at a small cost, copies of important bodies of records. European archivists, it appears, are somewhat skeptical of microfilm as an adequate substitute for lending the originals. Lack of microfilm facilities accounts for some of the skepticism, and the feeling that nothing can take the place of the original probably also influences the thinking of some. In any case, Dr. Grover found that microfilm was seldom used as a substitute for lending the originals, and most archivists felt that, if microfilm should be used, the cost should not be paid by the institution doing the copying. Most archivists felt that microfilm copies should be sold, and that lending of microfilm was not feasible. Dr. Grover concluded his report with an eloquent plea for the general accessibility of archival materials "to create an open world for scholarly research."

In addition to the working sessions of the International Congress, the local secretariat arranged an extensive series of trips and receptions for the delegates and their wives. On the evening of Tuesday, June 16, a reception by the Government of the Netherlands was held at the famed Mauritshuis Museum at the Hague, and on the evening of the following day another reception was held by the Municipality of the Hague at the old Town Hall. On Wednesday, June 17, the delegates had the choice of an excursion to Delft or through the Hague, where the Heemaf-Compactus filing system as used by the Postal Transfer Service was demonstrated. The General State Archives and the Archives of the Royal House were also open to the visiting archivists. On Friday, June 19, an extensive tour by bus was taken to Gouda and ended at the Castle DeHaar, where a reception was held by the Director of the General State Archives. On Saturday, June 20, a tour had been arranged to Haarlem and Amsterdam. In the latter municipality a high spot of the visit was a boat trip through the canals. On Sunday, June 21, an extended trip was arranged for those archivists who remained for this last day of the congress. This all-day excursion was a trip completely around the Zuider Zee. The Noord-Oost Polder — the reclaimed part of the Zuider Zee — was inspected, as well as the barrage of the Zuider Zee.

Other excursions and receptions were planned for the wives of the members; and the local secretariat, headed by Mr. Hardenberg, worked hard and well to make a success of the Second International Congress on Archives.

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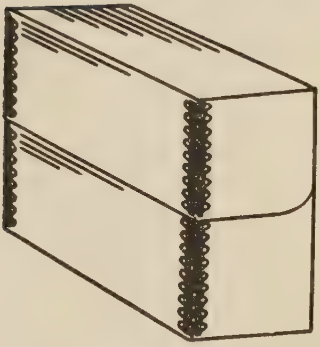

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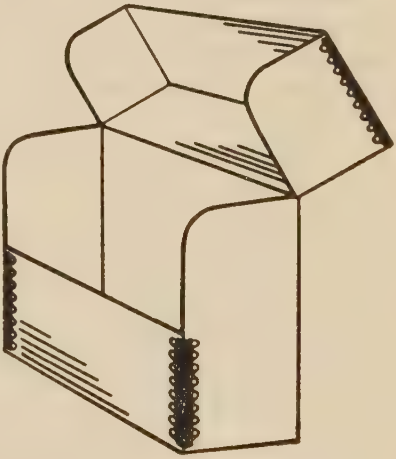

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By DONALD H. MUGRIDGE

Library of Congress

THE four despatches here printed concern an abortive transaction that is trivial enough but that archivists should find amusing as well as gratifying to their professional self-esteem. The British Foreign Office, on the eve of the great Geneva arbitration of the *Alabama* claims, was temporarily unable to locate certain records essential to its argument; and it sought to obtain a more or less surreptitious look at their American counterparts. The despatches are from the records of the British Legation at Washington, in the Public Record Office (F. O. 115, vols. 533 and 539), microfilm copies of which are in the Manuscripts Division of the Library of Congress. Three of the four despatches are telegrams, preserved not in their cipher or deciphered originals but in the form of notifications sent by both the despatching and receiving parties through ordinary diplomatic mail. Oddly enough, not one of the four items could be supplied from the corresponding files preserved at the Foreign Office itself (F. O. 5, vols. 1358 and 1361), which for this period at least are considerably less complete, both for drafts and despatches, than the Legation records.

The despatches are formally between Earl Granville, Secretary of State for Foreign Affairs in the latter years of Gladstone's first administration, and Sir Edward Thornton, British Minister at Washington from 1867 to 1881. How much personal concern Granville had in them is another matter. The Foreign Office telegram notifications are signed by Lord Enfield, the Parliamentary Undersecretary, in Granville's absence, and the telegrams went out on successive Saturday afternoons, when the Earl was probably enjoying a longer weekend than were his subordinates. The chief mover in the matter was undoubtedly the signer of the long despatch. Charles Stuart Aubrey Abbott, third Lord Tenterden (1834-82), had entered the Foreign Office in 1854 and had risen through the clerical grades to the post of Assistant Undersecretary; in the following year he would become Permanent Undersecretary. He was the Foreign Office's key man in the settlement of the post-Civil War difficulties with America. He served as British secretary to the Joint High Commission, which met at Washington in 1871; with Mountague Bernard, Chichele professor of international law at Oxford, he assisted the Lord Chancellor, Hatherley, in preparing the British case presented to the Geneva Tribunal; and he was the British agent, or political representative, at the tribunal. The tribunal's five arbitrators had held their first meeting at Geneva on December 15, 1871, and had then received the British and American cases. The countercases — the British reply to the American case, and the American reply to the British case—became due, under Article 4 of the Treaty of Washington, 4 months later, on April 15, 1872. Lord Tenterden was now at work on the British countercase, presumably with his previous or other collaborators, although the writer has been unable to find any positive statement about this. (The American case was prepared by J. C. Bancroft Davis, American agent, *solus*; but the American countercase was prepared by Davis in collaboration with the American counsel, Cushing, Waite, and Evarts.) It will be noted, however, that the caveat against eagerness in the first telegram has no counterpart in the follow-up despatch. Since the latter was doubtless Tenterden's, the former may well have been a precaution of Granville's, or at least of Enfield's.

In any event, to Tenterden fell the responsibility of finding the records of the commissioners under Article 7 of the Treaty of 1794, or Jay's Treaty, as we call it. (The distinction of the article is necessary, because other joint commissions were set up under other articles of Jay's Treaty, concerned with debts or disputed boundaries instead of spoliations.) The records needed were those now classified as F. O. 304 (Archives of Commissions: American Claims, 1794). The substitutes sought in Washington are now in Record Group 76 of the National Archives, Records of Boundary and Claims Commissions and Arbitrations. Of the three subgroups of this group, the claims subdivision is considerably the largest. Two volumes of "Opinions Filed by the Commissioners" segregate the material used by Bancroft Davis and required by Tenterden.

The papers reported as found on January 20 were, without much doubt, the F. O. 304 material. The *Counter-Case Presented on the Part of the Government of Her Britannic Majesty to the Tribunal of Arbitration* (the four volumes of which, one of the case proper and three of appendix, are conveniently if inelegantly reprinted in one as H. Ex. Doc. 324, 42d Congress, 2d sess.) treats, in section 2 of part III, "Violations of American Neutrality in 1793 and 1794" (pp. 45-47 of the American reprint) and prints as a section of the appendix, "Decisions of the Commissioners under the VIIth

Article of the Treaty of November 19, 1794" (pp. 627-654). The decision or opinion in the case of the *Jamaica*, filed May 21, 1798, is published in full, along with two others which were also regarded as unfavorable precedents for the American claims of 1871.

CIPHER TELEGRAM FROM GRANVILLE TO SIR EDWARD THORNTON, 3:50 P.M., JANUARY 13, 1872

Are the records of the Mixed Commission under the 7th Article of the Treaty of 1794 accessible at Washington, without showing eagerness on the subject? Despatch on the matter sent to you tonight.

LORD TENTERDEN FOR GRANVILLE TO SIR EDWARD THORNTON, JANUARY 13, 1872 (RECEIVED JANUARY 29)

You will probably have observed that, at page 132 of the case of the United States on the Alabama Claims, reference is made to a decision of the Commissioners who adjudicated under the 7th Article of the Treaty of 1794 on claims for British Vessels captured by French Privateers fitted out in Ports of the United States.

It seems essential to the preparation of the British counter-case, that the records of the proceedings of the Commissioners should be referred to and examined: but it has been found impossible to trace the copies which should be in the possession of Her Majesty's Government.

The search will be continued, but in the meanwhile I have addressed to you an enquiry by telegraph as to the possibility of obtaining access to the copies in the possession of the Department of State at Washington. If access can be so obtained I should wish that you should cause these papers to be examined by a competent person, and copies or notes to be taken of such papers as may be material.

The examination should be directed to the following points:

1. Whether any claims were made for compensation in respect of British vessels taken or destroyed, *but not brought into any port of the United States.*

[*Points 2-10 duly follow.*]

A full copy of the award in the case of the "Jamaica" referred to in the United States case should of course be furnished if procurable.

CIPHEER TELEGRAM FROM THORNTON TO GRANVILLE, WASHINGTON, 5 P.M., JANUARY 13, 1872

I fear that the records of the Commission under Article VII of Treaty of 1794 can be found only at the State Department, even if there.

CIPHER TELEGRAM FROM GRANVILLE TO THORNTON, JANUARY 20, 1872

With reference to my telegram of the 13th Instant and Despatch No. 11 of the same date, suspend the Enquiry respecting the Claims Commission under the Treaty of 1794.

Some papers have been found here which will probably afford all the information required.

Records Engineering

Incorporated

815 Fifteenth Street Northwest
Washington . . . D. C.

CONSULTANT and
ANALYTICAL SERVICES
IN ALL PHASES OF
RECORDS MANAGEMENT

Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

The Use of Photography for Clerical Routines; a Report to the American Council of Learned Societies, by Ralph R. Shaw. (Washington, D. C., American Council of Learned Societies, 1953. Pp. v, 85.)

This is a report on the use, application, and comparative cost of the Photoclerk — a new automatic photocopying machine designed especially for use in libraries — which does mechanically and photographically library operations normally done by manual means. The author, designer of the machine, hit upon the idea as a result of the need for such an instrument at the United States Department of Agriculture Library, of which he is librarian.

Several cooperating libraries in different sections of the country conducted practical tests with the Photoclerk to determine the cost of duplication with the machine as compared with doing the same thing manually. The report gives a list of the 130 different types of library operations in which the Photoclerk was employed, including the photographing of administrative records, reference and bibliography cards and indexes, circulation work, acquisitions, cataloging work, and bindery. Comments and complete cost data comparison of manual work and "photoclerking" as determined by the libraries are included for easy contrast. The comparative cost reports listed in the appendix were submitted on a standard reporting form by the 12 cooperating libraries and show the savings in labor, dollars, and percentage. Some comparison is made with other photocopying devices, but the savings made in such cases is not so great as it is when compared with manual operation. Emphasis has been placed on the utter simplicity of the machine. It seems to be nearly foolproof, permitting any clerk without previous photographic knowledge to operate it and secure successful results. Notes on some of the failures encountered in the operation of the machine, as well as suggestions for improving its usefulness and flexibility, were submitted by the experimenting libraries.

A good mechanical description of the apparatus for photocopying and for processing the roll of sensitized paper to produce a paper negative is given, and the necessity for maintaining constant temperatures of the solutions during the immersion of the sensitized paper while it is being processed is emphasized.

HARRY BAUDU

National Archives

United States Atlases; a Catalogue of National, State, County, City, and Regional Atlases in the Library of Congress and Cooperating Libraries. Vol. 2, compiled by Clara Egli LeGear. (Washington, Library of Congress, 1953. Pp. xiii, 301. $2.50.)

The Map Division of the Library of Congress again has come to the rescue of those concerned in the cartographic development and records of America by compiling a second volume of its *United States Atlases.* Further distinction is added to volume two by its being a union list, which records not only the additional National, State, county, city, and regional atlases received by the Library of Congress since 1949 but also all others held by 184 cooperating libraries throughout the United States and not listed in either volume as in the Library of Congress. These 3,500 added titles supplement the 3,600 previously recorded and published in 1950. Of the more than 7,000 titles, all but 2,173 are available in the Washington collection.

The arrangement is the same in the two volumes. The entries conform to the precise cataloging practice of the Library of Congress and uphold the compiler's known reputation for accuracy. Titles are numbered continuously, and the author index in volume two includes all entries. Fire insurance atlases generally and those relating to local traffic surveys and to city planning are excluded. Because of their large number, a third volume of the catalog may be called for. Most of the titles are of county atlases, the publication of which began during Civil War times. Some State atlases appeared as many as 40 years before. Knowledge of these is of importance to archival collections, and both volumes will be in demand. Fortunately, volume one is still available from the Superintendent of Documents at $2.25.

CHARLES E. RUSH

University of North Carolina

Philadelphia Bibliographical Center and Union Library Catalogue. *Union List of Microfilms, Revised, Enlarged and Cumulated Edition. Supplement 1949-1952.* (Ann Arbor, Mich., J. W. Edwards, 1953. Pp. vi, 995 columns. $10.)

This cumulated edition contains 14,080 entries representing microfilm accessions reported by 215 cooperating libraries in the United States and Canada from July 1, 1949, through July 31, 1952. The list notes the location of the master negative, of negative and positive microfilms, and of the original manuscript or document when known. These union lists are auxiliary tools to aid libraries and individuals to build up collections of specialized materials, to locate films, to guide libraries in their interlibrary loans, to prevent duplication of reproduction activities, and to shape the policy for further reproduction. The lists also give references to other tools.

The *Union List of Microfilms* was originated in 1941 by the Philadelphia Bibliographical Center and Union Library Catalogue and its committee on microphotography. The first list, issued in 1942, contains 5,221 entries. Supplements numbered 1-5, 1942-46, issued 1943-47, list 13,180 accessions; and the 1951 revised, enlarged, and cumulated edition contains 25,000 entries.

The *List of File Microcopies of the National Archives*, Washington, 1950, has been included in the list. Besides the National Archives, the Library of Congress, the United States Department of Agriculture, the Surgeon General's Office, and the Maryland Hall of Records have contributed to the list.

SARA D. JACKSON

National Archives

Georgia Laws Governing Archives, History; Records Disposition, Retention, Control and Management; Photostatic and Photographic Copies and Microphotography in State and Local Government, compiled by Mary Given Bryan. (Atlanta, Ga., Department of Archives and History, 1953. Pp. 47. Free.)

The Georgia Department of Archives and History combines the functions of the Archivist and State historian under the direction of the secretary of state. The department also issues the biennial official and statistical register of the State. Any State, county, or other official is authorized to transfer record and other materials to the Archives.

The Governor is authorized to order the destruction of obsolete State records more than 4 years old, subject to prior inspection and concurrence by the secretary of state and State librarian. Presumably, although the law does not so provide, the Archivist deputizes for the secretary of state in this matter.

The head of any State agency may destroy any of his records, "upon his own responsibility, provided he first causes microfilms of the same to be made, capable of development into photostatic copies." No provision is made for a review by anyone else as to the quality of such microfilms as adequate substitutes for the original records. An 1879 act, still in force, authorizes the secretary of state to destroy, quadrennially, election records of those officials whose term of office has expired.

A unique feature of Georgia law is the provision that the county ordinary is required "to receive, from any responsible citizen or citizens any data of a historical nature and place the same on file . . . for safe preservation and historical reference. The matter . . . must be of general interest and not of a personal nature, and may include records, proceedings or minutes of any religious body or organization, school records not otherwise preserved, records of civic, patriotic or fraternal organizations, records of purely community affairs when of such nature as to be of general interest and not otherwise recorded by court procedure." The ordinary and the county board of education are made the sole judges of the admissibility of any matter or document. This act, passed in 1935, becomes operative in any county by a majority vote of two successive regular grand juries.

MARGARET C. NORTON

Archives Department
Illinois State Library

Records Management in Pacific Telephone. (N. p., Pacific Telephone and Telegraph Company, Secretary and Treasury Department, 1953. Pp. 16, illus. Free.)

In this short pamphlet an excellent brief is made for a systematic records program. It outlines the overall objectives of disposition, destruction, and disposal of records. The requirements of a sound records program are succinctly stated along with the reasons for them. The last few pages of the main section summarize program accomplishments to date and developments planned for the future. The final six pages discuss the emergency records protection program, to operate in the event of a catastrophe. Photographs and one map lighten the text.

This publication could serve as a model to other companies for the initial explanation of the introduction of a records management program. Simply and clearly, in words and pictures, it explains the how and why of a records program. Furthermore, it is published jointly by the company's departments of the secretary and treasury, the two departments most affected, and it represents sufficient authority to ensure compliance with the regulations relative to records. The careful study made before setting up the program is evident in the clear, simple procedures outlined and the recognition of the limitations of microfilming. Obviously, a more detailed manual is needed to give precise operating instructions for the record management program.

Edwin T. Coman, Jr.

University of California, Riverside

Le problème des termites et autres agents destructeurs aux Archives de la Réunion, by Yves Pérotin. (Saint-Denis, Réunion, Mme. F. Cazal, 1953. Pp. 12.)

While the problem of destruction of archives by termites is relatively minor in this country it is at the same time universal and everpresent. We are able, therefore, to profit from the experiences of our colleagues in the tropics and to be grateful to them for their superior contributions to the study of this phase of archival administration.

In the opening pages of his study M. Pérotin reviews other hazards to archives but he concludes — as we would not — that all of these hazards together are not so destructive as are termites alone! The body of his study is divided into three parts (1) the life habits of the termite, (2) measures, architectural and chemical, to be taken against the insects, and (3) methods of repairing damage already suffered. The first part offers a useful summary of archival entomology. In the second part we ought to be concerned especially with architectural preventives — they are almost enough for protection in this country, but they are generally ignored in the construction of our libraries and archives. There is nothing new in the discussion of repair methods: M. Pérotin, who has sent some of his repair work to the Archives Nationales at Paris, is an enthusiastic supporter of the Barrow method of laminating.

Morris L. Radoff

Maryland Hall of Records

Records Control Manual, compiled by C. C. Conner, assisted by D. L. Uplinger. (Pittsburgh, Pa., Aluminum Co. of America, 1953. Pp. 48.)

In July of 1949 Chester Conner, archivist of the Aluminum Co., came to American University to register for the fifth annual summer course in the preservation and administration of archives, given under the direction of Dr.

Ernst Posner. This reviewer received the applicant in the absence of Dr. Posner, who was in Europe on a special mission. Mr. Conner said that the president of the company had mentioned to him a number of times that it might be a good idea for him to look into this archives course and he thought it was about time he complied with the suggestion. Thus it was that, on Dr. Posner's return, he found Mr. Conner among the group of students ready to start the 4 weeks intensive training. It is always a pleasure, therefore, for this reviewer to hear, from time to time, of his progress in matters archival.

The *Records Control Manual* is his latest achievement, comprehensive in scope and clear and simple in exposition. It is the product of careful and systematic analysis extending over a period of time during which the records accumulating in all parts of the company were identified, evaluated, and scheduled for appropriate disposition. The manual includes a foreword by the president of the company, declaring it to be the expression of the company's policy for the destruction or retention of its records. Then follows a 2-page introduction by Mr. Conner, in which he explains that the records control program is under the general jurisdiction of the corporate secretary, is administered by the archivist, and is supervised by the office managers in the locations outside Pittsburgh and the department head in Pittsburgh. The introduction also includes all the information needed for the understanding and use of the 48-page schedule that completes the manual. The format is loose-leaf, and provision is made for the periodic reporting of additions and deletions of local plant forms so that the manual may be brought up to date from time to time.

The schedule, which comprises the bulk of the manual, is arranged in three columns — description of record, location and division, and retention period. The records are specifically described and arranged alphabetically by title, with cross-references. Most of the items are forms and include the form numbers. When a record exists in more than one copy, the location and division where each copy is kept is shown, and the retention period for each copy is given. An explanation of the bases of the retention periods is given in the introduction, and provision is made for the precedence of retention periods included in applicable Government regulations wherever the retention periods are longer than those set forth in the schedule. The definition of some of the terms used in the retention-period column is also included, together with a list of the periods covered by statutes of limitation in the various States. In some cases retention periods are given as a definite number of years; in others they are expressed as "until purpose served," "while processing," "statute of limitation," "audit to audit," "permanent," and "indeterminate." Records having an "indeterminate" retention period are subject to periodic review. Although it is assumed that plant and office records are to be kept at their location, it is provided that, in case of inadequate storage facilities, arrangement may be made with the archivist for their storage in the archives at New Kensington Works. Thus every contingency has been provided for.

Now, as many industrial companies are taking a critical look at their own provisions for controlling their records, the appearance of the *Records Control*

Manual is most timely, and may well serve as a guide for companies having problems similar to those of the Aluminum Co. of America.

Helen L. Chatfield

The American University

Eye to Eye, nos. 1 and 2, June and September 1953. (Washington, D. C., Graphic History Society of America, Paul A. Vanderbilt, Editor, P. O. Box 4402.)

In September 1952 a small group met in New York to form the Graphic History Society of America. Its program is, to quote from its official publication, (a) to promote an understanding of ways in which pictures can be used to explore subjects, (b) to persuade the many custodians and owners of pictures to organize their resources, each according to his needs and interests, rather than neglect or destroy them, and (c) to circulate to potential users information on what has been collected, organized, or published. Among the founders of the society were Agnes Rogers Allen of the *Readers' Digest*, Marshall Davidson of the Metropolitan Museum of Art, John A. Kouwenhoven of Barnard College, and Paul A. Vanderbilt of the Library of Congress.

The society has now grown to a membership of 122 and has issued two numbers of a quarterly bulletin, happily named *Eye to Eye*, subscription to which is included in the membership fee of 10 dollars. It is immediately apparent that the work of such a society will be of the greatest interest to archivists, many of whom struggle with picture collections of various kinds, not always sure of the value or extent of their holdings nor of the location of related materials, to say nothing of their proper care and servicing. It is not surprising, therefore, that the first issue of the bulletin contains an article by an archivist, Hermine M. Baumhofer of Dayton, Ohio. Mrs. Baumhofer reviews, in "Picture Prospectors: General Surveys of Picture Collections," the attempts that have been made to compile lists of existing sources and collections, indicates what lists have been published and where unpublished data can be found, and asks for information about other surveys unknown to her.

The organizers felt that "the Society should not become exclusively oriented in the direction of early American history, the European phases of fine arts research, or modern photography, each of which already has outlets, but must maintain a balanced program, based on the common interest in subject documentation." This balance is admirably achieved in the contents of the first two bulletins. In addition to Mrs. Baumhofer's article the June issue contains "Steamboat Photo," a collector's and dealer's description of his collection of negatives; "Corporate Picture History," the account of the preparation of the picture history of the DuPont Co.'s one hundred and fiftieth anniversary volume; and an article on the society itself and 10 pages of news notes and queries.

The September issue offers a look at "The Missouri Historical Society's Photographic Collection," "Italian Renaissance Paintings With Musical Representations: Towards a Catalog of Such Pictures in American Collections," by the founder of the Archive of Music Representations in the Visual Arts (Duluth, Minn.), and "Ike: Photography and the President," by one of the editors of the pictorial biography *This Is Ike.* "A Survey of Picture Collections Relating to Individual States," a project sponsored jointly by the society, the American Historical Association, the American Association for State and Local History, the Society of American Historians, and the American Studies Association, should be examined by members of the Society of American Archivists who are not already aware of the program.

A valuable feature of the bulletin is the publication in each issue of notes on special collections in such a way that they can be clipped and kept in a 3 x 5 slip file. These notes will be covered also by the cumulative annual index to the bulletin. They add greatly to the usefulness of the bulletin as a reference tool.

The society is to be congratulated on launching such a publication in an era when established journals are having rough going. The editor has set a high standard and the articles are without exception highly readable as well as informative. *Eye to Eye* deserves our best wishes for the future.

MARY C. LETHBRIDGE

U. S. Information Agency

Cornell University. *Collection of Regional History, Fifth and Sixth Annual Reports of the Curator, 1948-1950.* ([Ithaca, Cornell University, 1953?]. Pp. 111.)

Annual Reports of the Treasurer and the Director of the Historical Society of York County for the Year 1952. (York, Pa., the Society, 1953. Pp. 26.)

As ease of travel and cheapness of photoduplication make the resources of small regional collections available to scholars, no matter how distant, the reports of their curators become of interest both to the historian in search of material and to the fellow laborer in search of guidance and encouragement. That it is difficult to maintain a delicate balance between these two classes of readers is evident in the reports, now lying before me, of two of the livelier of these collections. The report of the Cornell Collection has settled down to being a well-annotated, well-indexed accession list, of great value to the scholar. The briefest of forewords gives only a tantalizing glimpse of the activity that must go on in so swiftly growing an institution. The York County report, while including an accession list, much less detailed than the other and classified but not indexed, gives much more proportionate space to a report of activities, some of which might well inspire a "we could try that" mood in any similar group.

Noteworthy in the Cornell report is the curator's laudatory mention of the "swap type" of acquisition. She is correct in saying that it "should be common in the future," but human nature and the restrictions of donors being what they are, will it ever become so? It is also of interest to note that the university archives have now been definitely separated from the regional collection, thus avoiding the manifold temptations to allow one collection to devour the other.

One of the interesting features mentioned but not stressed in the York report is the present curator's habit of taking his treasures into the field. This reviewer, having been the beneficiary of two such neighborly excursions, when the curator appeared like a *deus ex machina* bearing treasures unknown to her and badly needed for research, can testify to what extent such a service both increases the usefulness and publicizes the resources of the York society.

Elizabeth Kieffer

Franklin and Marshall College

Gloucestershire. *Fourth Report of the Records Committee of the County Council 1945-1951*, [by Irvine E. Gray(?)]. (N. p., n. d. Pp. 24).

Lincolnshire Archives Committee. *Archivists' Report, 28 March 1952-24 March 1953*, by Joan Varley and Dorothy M. Williamson. (N. p., n. d. Pp. 78. 2s., 10d.).

Lincolnshire and Gloucestershire at their closest are probably no more than 75 miles apart, but even in their manner of record keeping, revealed in the characteristic reports under review, the fourth serial for each, the two counties differ in tradition and practice.

The beginnings of the Lincolnshire Record Office, traced in its first two annual reports, were reviewed in the July 1952 issue of this magazine. Now the biggest task of the industrious Lincoln archivists is to try to keep pace with the private records deposited with them, and about half of their latest report is given over to explanatory descriptions of such materials. Another segment of the report, very nearly as extensive, describes the muniments of the Dean and Chapter of Lincoln, the notable collection around which the Lincolnshire Record Office was so uniquely evolved. The booklet contains a few details about records deposited outside Lincoln with the constituent authorities of Lindsey, Holland, and Kesteven. It also includes effective evaluations of four collections of local records that remain in private custody around the county, a little about diocesan and parish records, and a little about the general work of the office.

The reports of the Gloucestershire Record Office, which was established in 1936, are not annual reports. Issued by the records committee of the county council rather than directly in the name of the records officer, the current report provides an introduction to the operations of the office and lists accessions from October 1945 to December 1951, which include materials from as early as the thirteenth century. The official records of Sir John Banks, an attorney general and then an important Chief Justice during the reign of Charles I, were turned up in Gloucestershire; but because of their national importance were deposited in the Bodleian Library of Oxford University, in an adjoining county.

Good will on the part of the public, the local records officers, and higher archival authorities in Great Britain is happily apparent in the pages of these publications. When Gloucestershire mentions inquiries from various other counties and some from overseas, and when Lincolnshire remarks the visits of no less than six students of at least postgraduate status from America, it is also obvious that though their records may have been circumscribed by time and place of origin, the prospective exploitation is not potentially provincial. Befitting county pride, not to speak of future utility, the booklets were thoughtfully prepared and both are pleasingly bound in green. The Gloucestershire product is an inch wider, but the Lincolnshire item is decidedly thicker. In neither, unfortunately, is there provided any satisfactory identification as to the date and place of printing.

H. B. Fant

National Archives

Lancashire Record Office Report for 1952. ([Preston, Lancashire County Council, 1953.] Pp. 24.)

This is the second annual report of the Lancashire County Record Office. As in the previous report, the statistics reflecting the activities of the office are incorporated in the narrative report of the year's work. Again the accessions are listed in alphabetical order by the donor's name. There follows a description of the muniments of Sir Cuthbert De Hoghton, Bart, J. P.; of the records of St. Mary's Presbytery at Hornby; of the records of the solicitor of Lancashire County; and of the records of William Farington of Worden. It is interesting to note that in this county record office both official and private records are maintained, while in the United States the counties maintain only official papers and private papers are deposited with historical societies. Another fact revealed by the statistics in the report is that these county records appear to be consulted more by scholars than are those in the United States.

Vivian Wiser

National Archives

Tamworth Borough Records, Being a Catalogue of Civic Records, by Henry Wood. (Tamworth, England, 1952. Pp. iv, 74, appendixes. 7s 6d.)

This catalog is an outgrowth of the concern of the town clerk of Tamworth over the condition of the charters of the borough, stored in Tamworth Castle, where dampness, dust, and folds in the parchment were causing their decay. Having had them cleaned and repaired at the Public Record Office in London, Mr. Wood decided to provide for their better preservation and their accessibility for inspection. He furthermore determined to search for all documents bearing on the municipal history of the borough, so that the burgesses might be able to know what records they possessed and might take increased interest in their civic heritage.

Though the editor regrets that there are large gaps in the records of the borough, he is to be congratulated on having produced a catalog which lists items from the twelfth to the twentieth century and not only civic records accessible in Tamworth but also extracts (with documents cited), bearing upon the history of the borough, which have been culled elsewhere, obviously from records in the Public Record Office. Beyond its interest to those concerned primarily with Tamworth, the catalog, with its brief summaries from many types of records, will serve as a guide to scholars investigating other English boroughs.

The book contains 17 sections. Among the topics covered are charters, letters patent, etc.; manorial searches; Courts Leet and Courts Baron; borough quarter sessions; Parliamentary elections; municipal elections; voters lists; old leases of corporate property; boundaries; and minute books. Appendixes contain extracts from the minutes of the common hall (now called the council) that throw light upon its orders and various other topics such as freemen, the watch, Thomas Guy, grammar school, festivities, and forms of oaths. These minute books date back to 1664.

In section 1 of the catalog are listed charters of incorporation for 1560, 1588, and 1663, the last being given in full translation in the appendixes. Among the most interesting records are those mentioned in section 3 of the Courts Leet for the Warwickshire and Staffordshire parts of the town, which go back to 1283. Mr. Wood hopes that in the near future the borough council will arrange for the translation and publication of these Courts Leet rolls.

This catalog illustrates how the painstaking and methodical listing of a series of records can show vividly the manifold steps in the evolution of an English borough during the course of nine centuries.

Dorothy Bruce Weske

Hyattsville, Maryland

First Annual Report of the Commonwealth Archives Committee (Australia), by C. E. W. Bean. (Canberra, the Committee, 1952. Pp. 5. Processed.)

This report is the first produced by the Commonwealth Archives Committee since its creation by the Australian Government in 1942. Its object is to "summarize the archival activities of the first ten years and to indicate the possibilities of future developments." The "historical background" outlines the development of the present, tentative archival system, control of which is being effected through the National Library. The granting of statutory authority is being withheld pending further study and final decisions on methods of control. It is evident from the report that the idea of an archives system as first conceived, that is, "to provide repositories and staff for the preservation of permanently valuable records," has been considerably modified in line with current American tendencies to regard an archives system as a management center for semicurrent records. The report indicates that this latter function, directed towards increasing the efficiency of departmental record keeping, has become dominant to such an extent that, for the time being, little or nothing is being done towards arranging and describing noncurrent records for the purpose of scholarly research. Some facts and figures on staff, disposal services, volume of records serviced for reference, and treatment of transferred material are included in this report. Improved methods of registries are planned to facilitate disposal and transfer programs, thus maintaining and improving on the space saving already effected.

This report will be especially interesting to those planning for, or attempting to cope with, newly established archives, and also to those in long established manuscript archives who are faced for the first time with problems involved in the management of government records. A list of members of the Commonwealth Archives Committee is included.

Archie F. Flucke

Archives of British Columbia

Canada. *Report of the Public Archives for the Year 1951*, by William Kaye Lamb. (Ottawa, Edmond Cloutier, Printer to the Queen's Most Excellent Majesty, 1952. Pp. 43. 25 cents.)

This report of the Public Archives of Canada reveals the progress during 1951 of plans announced by Dr. Lamb in the reports for 1949 and for 1950. His hope in 1949 of "transforming the department into a fullfledged public record office for Canada" is being fulfilled. The report itself is again a separate publication; the calendars of papers that were appended to the reports before 1950 have been replaced by the new series of preliminary inventories. The reorganization of the holdings of the manuscript division into record groups, "somewhat after the pattern adopted by the National Archives of the United States," and manuscript groups has facilitated the use of the descriptive inventory. Into manuscript groups have been brought private papers, transcripts in longhand and on microfilm, and other nonofficial items. The preliminary inventories published cover records of Indian affairs and of the Departments of Public Works and Transport.

In his effort to build up the collection of post-Confederation records (after 1867), Dr. Lamb has added important private political papers, including those of the former Prime Ministers Sir Wilfrid Laurier and Arthur Meighen. He notes that the acquisition of the papers of holders of so important an office has resolved "the virtual impossibility of drawing any valid distinction between 'official' and 'personal' documents in the files of a leading political figure" by bringing closely related private and public papers together under one roof. (In the United States no such happy solution has been found.) Owing to the lack of space, only a small quantity of official records was accessioned, although these include records of the Privy Council as late as 1929 and of the Department of Resources and Development as late as 1928.

Microfilming of records relating to Canada in British and French archives is well under way. Of note is the filming of the records of the Hudson's Bay Co. in the company's archives in London. Although access can be granted only through the secretary of the company in London and although notes taken must be submitted to the secretary for approval, this project will give local access to the largest and most valuable collection of records relating to the history of Canada outside the national collections of Great Britain, France, and Canada itself. At the Public Record Office in London the filming of records relating to Canada is being done with Canadian equipment, but from the Archives Nationales in Paris similar films are being purchased. Even the more valuable records of the Public Archives itself are being microfilmed to reduce the loss that would result from the destruction of, or serious damage to, the originals.

The collection of original and reproduced maps has grown rapidly. One goal is to acquire a facsimile of every important sixteenth-century map relating to the area now comprising Canada; another is to publish in several parts a catalog of the map collection. Photographs, books, numismatic pieces, museum items, and even a house came into the custody of the Dominion Archivist in 1951. The house is the Laurier house in Ottawa, home of Sir Wilfrid Laurier and later of W. L. Mackenzie King. It is to be used as a museum, place of study, and record depository.

To the historian the new-style report is a handy guide to recent accessions and publications, while the archivist will find here an interesting case study in archival management over the past 3 years.

Francis J. Heppner

National Archives

Public Archives of Canada. *Preliminary Inventory, Record Group 7, Governor General's Office.* (Ottawa, Edmond Cloutier, Queen's Printer and Controller of Stationery, 1953. Pp. 20.)

Public Archives of Canada. *Preliminary Inventory, Record Group 11, Department of Public Works; Record Group 12, Department of Transport.* (Ottawa, Edmond Cloutier, Queen's Printer and Controller of Stationery, 1951. Pp. 30.)

These inventories are published as two booklets. One deals with Record Group 7, the records of the Governor General's Office; the other with the records of the Department of Public Works and of the Department of Transport. Each inventory has a short introduction, which sketches the history of the office or department concerned. This is followed by a list of the records and, in appendixes, lists of the governors general and of the chief officers of the department. The list of records is not a bald compilation but gives some descriptive details and by stating the lineal space occupied on the shelves enables one to form some idea of the bulk of the records.

The records of the Governor General's Office would appear to contain material of great value to the constitutional historian. It should be possible to obtain from these records considerable information as to the relations between the Colonial Office in London and the Governor General and between the latter and the lieutenant governors of the provinces. There are also departmental records, military and civil correspondence, and what are styled "miscellaneous records," which include such diverse items as addresses to governors, cholera returns, and material on the Olympic games.

The records of the Department of Public Works and of the Department of Transport are not so extensive as those of the Governor General's Office, nor have they such a general appeal. But the student of the economic history of Canada cannot afford to neglect them. From them can be traced the internal development of the country; there are numerous references to papers dealing with the construction of roads, canals, railways, harbors, and public buildings.

The Department of Archives is to be congratulated on the publication of these very useful booklets. The format and the layout are attractive.

E. Heatly

Public Record Office, Northern Ireland

Public Archives of Canada, Manuscript Division. *Preliminary Inventory, Manuscript Group 11, Public Record Office, London, Colonial Office Papers.* (Ottawa, Queen's Printer and Controller of Stationery, 1952. Pp. 61.)

Archives Publiques du Canada, Division des Manuscripts. *Inventaire provisoire, fonds des manuscrits No. 1, Archives Nationales, Paris, Archives des Colonies.* (Ottawa, Imprimeur de la Reine et Controleur de la Papeterie, 1952. Pp. 21.)

Materials in the Manuscript Division of the Public Archives of Canada have been organized in two groups. Official public records, which have been continuously in the custody of some branch of government, have been arranged in record groups. Private papers, transcripts or photographic reproductions of papers in other depositories, documents purchased, and other nonofficial materials have been arranged in a parallel series of manuscript groups.

The first of the nonofficial records to be described in preliminary inventories are those copied from manuscripts in the Public Record Office in London and in the Archives Nationales in Paris. Transcripts of items of Canadian interest among original records in those depositories relating to colonial affairs were first prepared in 1882. In 1950 the Public Archives began microfilming pertinent documents. Each inventory is published in English or in French, according to the language of the original documents.

Introductions to each inventory provide brief administrative histories of the British and French agencies administering colonial possessions in North America and outline the work of the Public Archives in copying selected documents. Appendixes include lists of senior officials of the agencies administering colonial affairs.

Entries are arranged in series bearing numerical or alphabetical designations. Some of these series consist of papers relating to the colonies in general; others are confined to papers of a specific colony. Items in some of the series are listed in detail. In series where a calendar of the items was compiled and published in the *Report of the Public Archives*, a general description is given, and the extent of the papers for each governor or administrator of the colony and the title of any considerable body of papers dealing with a specific subject are stated. Measurements denote the linear space occupied on the shelves or, in the case of microfilm, the total length of the film copy. One important difference between the original documents and certain of the transcripts should be noted. For many years the copyists were not permitted to transcribe marginal notes or comments appearing on the records in the Public Records Office. This restriction was not lifted until some time after the copying of certain series was completed. The inventory indicates where this information is lacking.

From the standpoint of United States history the collection of colonial papers is important. Numerous items are concerned with the settlement of New England, the Revolutionary War and the War of 1812, boundary disputes, and other matters of interest. The inventories under review make it possible for researchers at a distance to know what significant materials are in the custody of the Public Archives of Canada.

HENRY T. ULASEK

National Archives

Inventaire des archives de la famille de Meldeman de Bouré, by Cécile Lefèvre. (Bruxelles, Archives generales du Royaume, 1953. Pp. xi, 33.)

The de Meldeman de Bouré family archives described in this inventory were deposited in the Namur provincial archives in December 1951. An inventory prepared at the beginning of the nineteenth century by a member of the family has been used by the author of the present work but could not be retained, as to do so was in contradiction with the principle of *respect des fonds*.

The papers have now been arranged according to the rules proposed by Mlle. E. Léjour of the General Archives of Belgium and accepted for the classification of family papers at the same Archives. Under the general heading *Archives personnelles* are placed all the documents in connection with familial or social activities of the different members of the family. First come the papers concerning the members of the de Meldeman de Bouré family itself and then those concerning the members of related families. Under the heading *Biens* are placed all the papers related to lands and other properties, according to topographical order. A special section is formed of charts and similar documents. A succinct though very accurate history of the de Meldeman de Bouré family, in the introduction, will be of valuable assistance to the searcher as will also be the list of all the names and places mentioned in the inventory.

These papers, now easily accessible, will be of great interest to those engaged in the social and economic history of the period between the fourteenth and the nineteenth century. The inventory itself gives to the archivist a good example of the method to be used in the arrangement of relatively small *fonds* of family papers.

EMILIEN LAMIRANDE

University of Ottawa

Causas de infidencia; documentos inéditos relativos a la Revolución de la Independencia. Vol. 2, edited by Hector García Chuecos. (Caracas, Venezuela, Imprenta Nacional, 1952. Pp. x, 287.)

This valuable collection of archival material, selected from the "Causas de Infidencia" section of the Archivo General de la Nación, Caracas, is published as a tribute to the founders of Venezuelan nationalism. With governmental sponsorship, Laureano Vallenilla Lanz published in 1917 a first volume dealing with this general topic; unfortunately this notable work is no longer in print. Consequently the work reviewed here should be of much interest to archivists and historians of Latin America.

In selecting material for this second volume, Dr. García Chuecos has included data giving documentary evidence on some of the chief opponents of the old regime. At the same time, he has tried to include persons of this class from the various regions of the republic. Letters, court records, decrees, sworn statements, and other documents are used in almost every case to present essential facts on the cases under study. The summaries of court questioning add to the authenticity of these published documents and tend to round out the picture.

The revolutionary and patriotic activities of Juan Antonio Paredes, Juan José Camejo, Padre Fray Juan Agustín Ortíz, Dr. Antonio María Briceño, Vicente Almarza, Francisco Javier Briceño, Manuel Brus, and others are discussed in the documents which the editor has selected for publication. The letters from these patriots themselves, especially while they were in prison, are touching and powerful in their appeal; but the documents of most pathos are letters from wives of those who had been incarcerated and whose release was sought.

This publication will be of particular interest to archivists because the documents are well selected and their authenticity is often attested by notaries public. The general student of Latin American history will not find the work of particular value, but the research scholar concerned with the revolutionary period of Venezuelan history will see it as a storehouse of valuable information. In fact, the latter will agree with Dr. García Chuecos, who states in the preface that this is "una magnífica colección de documentos." Well edited and well printed, the volume has few typographical errors. It is a publication worthy of purchase by every library concerned with Venezuelan archives and history.

CLYDE H. CANTRELL

Alabama Polytechnic Institute

Third Report of the Ceylon Historical Manuscripts Commission. [Sessional Paper XIX.] (Colombo, Ceylon Government Press, 1951. Pp. 132, illus. RS. 2.75, postage 30 cents.)

This report was about to be published in 1939 when the Second World War broke out. War service superseded historical work for the majority of the commission's membership, and caused the delay in this report of investigations and findings made between July 1934 and April 1938. The actual report, pp. 6-8, merely includes a list of members of the commission, a record of 23 meetings, notices of methods of inquiry in uncovering, collecting, examining, and preserving historical documents, a list of the commission's publications, notice of an exhibition in the Colombo Museum, and the recommendations of the commission. The first of the 10 recommendations will be of greatest interest to archivists, since it requests that "the Government Archives be set up on a proper basis" so that "they will . . . be equal to the Archives of the most civilized countries."

The rest of this publication, pp. 9-132, consists of 28 appendixes, most of which describe the visits of individual members of the commission, chiefly to Buddhist *Vihāras*, in search of historical records. The first appendix, however, addresses itself in detail to the need for a new location for the Ceylon Government archives, away from the sea and in a building of sufficient size, equipped with such appurtenances as adequate shelf room, a repair department and bindery, a library, a fumigation room, a segregation room (to isolate insects and the like), a reading room, a photographic dark room, an exhibition room, and office space. Parenthetically and understandably, the commission makes a plea for air-conditioning in its proposed plant. Appendix 1 also specifies the staff requirements to include one trained government archivist, two assistants (one for Dutch and one for British records), and various technical assistants to man the rooms mentioned above. Pending the erection of this building, the commission asks that immediate temporary measures be taken to preserve valuable historical manuscripts from imminent destruction owing to inadequate housing.

Two items not specified in the commission's proposal, namely microfilm and Contoura duplicating equipment, might, if used promptly, preserve the texts of all currently disintegrating palm-leaf and ola documents as well as some written on paper. One wonders also, in view of the many reports of Buddhist and native secular documents found in the Buddhist *Vihāras*, why the commission did not call for three assistant archivists rather than two. Somebody to be responsible for native Singhalese historical documents seems fully as necessary as personnel designated for the Dutch and British records. It is impossible in the space allotted to indicate the nature of the individual documents that are still available for study in the Singhalese *Vihāras*. A number of these have been calendared and some have been brought into the existing archives of the Government of Ceylon. Appendix 14 lists some 47 documents obtained from various sources. Appendix 15, after naming 14 points descriptive of the method of calendaring used, lists several hundred calendared documents and occupies nearly half the pages of the publication. An interesting study of vital statistics, baptisms, marriages, and funerals was made from the Kotte parish registers of the Church Missionary Society. The twenty-eighth and last of the appendixes reports on the progress made in cataloging British records in Ceylon. The entire report is worth the perusal of those planning to conduct research in any period of Singhalese history or in the history of Singhalese Buddhism.

Elmer H. Cutts
Northeastern University

Atlas souvenir de l'Abbé de La Caille. [Mauritius. Archives Publications.] (Port Louis, Mauritius Government Press, 1953. Pp. 6; 9 plates.)

The island of Mauritius, formerly called the Ile de France, is located in the Indian Ocean east of the larger island of Madagascar. During the sixteenth and early seventeenth centuries it was used as a stopping place for merchant seamen sailing between Europe and the East Indies. In the seventeenth century it was occupied by the Dutch, who relinquished their rule in 1710. From 1710 to 1721 it served again as a stopping place for sailing vessels and also as a pirate's lair. In 1715 the French, seeking new colonies, claimed Mauritius, naming it the Ile de France. In 1721 the French occupied the island; they controlled it until 1810, when the British, during the Napoleonic Wars in Europe, attacked and occupied the island, renaming it by its old Dutch name, Mauritius.

The Archives of the island of Mauritius is the official repository of the records of the former French administration from 1721 to 1810 and of the British administration, which has lasted from 1810 to the present. This publication was designed by the Mauritian Archives to commemorate the bicentennial of the visit in 1753 of the Abbé de La Caille, a French scientist. The first part of the publication consists of a brief biographical sketch of La Caille's life written by Louis Arbey, astronomer of the Paris Observatory, where La Caille's notes and manuscripts are kept. The second part consists of nine photocopy reproductions of maps of Mauritius chosen to illustrate the cartography of Mauritius before and after La Caille's triangulation of the island.

Dr. Arbey describes La Caille as a scientist devoted to the truth, a conscientious and painstaking observer and researcher. In 1750 La Caille traveled to the Cape of Good Hope to pursue his scientific research in the field of astronomy and related sciences. While there he received an order from the King to go to the Ile de France to determine its exact geographic position, since it was not known yet in France that this had already been done by a marine officer. While at the Ile de France La Caille worked studiously in making trigonometrical observations and, as a true scientist would, in observing many other aspects of the island, including its climate, vegetation, geology, and meteorology. He made extensive notes on his observations and gave them to the French Academy on his return. His was the first triangulation made of Mauritius.

The nine maps reproduced in the publication consist of two Dutch maps without signature or date but made, it is believed, in the seventeenth century; a French map made during the administration of de Nyon (1721-25), also having neither signature nor date; a map by La Caille (1753) based on his geodetic observations; a French map (1763) made from La Caille's notes, which had been given to the Dépôt des Cartes et Plans de la Marine; another French map, prepared in 1807 and printed in London in 1814, also based on La Caille's notes; an 1854 map based on La Caille's notes and published by the Mauritian government; an 1881 map based on the triangulation made by Connal and compiled by the Public Works Department of Mauritius; and an ordnance map based on the triangulation of Harrison in 1903 and reproduced by the War Department, London, in 1948. These maps were well chosen as examples to show the sharp contrast between the pre-La Caille maps of the island and the more recent maps. While the La Caille maps are, in time, midway between the rudimentary Dutch and French maps and the more current maps of the island, they appear to be almost as recent as the last three maps described.

This is the first publication of the Archives of Mauritius; and, though the cartographic work of La Caille in Mauritius is undoubtedly a very historic subject for this little island, it appears that, with the exception of the last three maps reproduced, all the information incorporated in the publication was acquired from sources outside of Mauritius. This approach does not give interested archivists a look into the records in the Archives of Mauritius, which, though small, must have many valuable historical documents relating to the varied past of the island.

Charlotte Munchmeyer

National Archives

Selections From Orme Manuscripts, edited by Diwan Bahadur C. S. Srinivasachariar [Indian Record Series.] (Annamalainagar, Annamalai University, 1952. Pp. xxv, 394. RS. 15.)

The basic rules of editorship are constant; certain broad patterns must be followed and time-tested formulas must be observed. The choice of material, order of documents, arrangement of footnotes, and appearance of the completed book, all of these are covered by fundamental tenets by which an edited collection of documents must be assayed. It is of interest to note that these constant rules are as steadfast in India as they are, for instance, in Indiana.

Professor Srinivasachariar, in editing the *Selections From Orme Manuscripts*, has followed these broad patterns in a satisfactory manner, generally, but with one major exception — the book is unindexed. This volume, however, is one of a series and it is possible that provisions have been made for a composite index. Distance precludes any critical analysis of the verity of the transcription. In such case an estimate of exactness must rely on the reputation of the persons engaged in the work.

Another phase of editorship concerns those less steadfast practices that are governed by individual preference. In the *Selections* a full measure space appears between the paragraphs within a letter, which is a bit disconcerting inasmuch as the individual documents themselves are separated by no other divider than a wider space. The placement of the footnotes at the end of each section is legitimate, although there is a school of thought that maintains that notes should appear on the same page as the reference (attributed by some to a scholarly reluctance to turn any more pages than absolutely necessary).

It is possible that annotation of original material in another country is at variance with the usage to which we are accustomed. It is preferable, therefore, to suggest the manner in which it would be done here and avoid criticism that may be unmerited. We would have set off editorial comment by brackets or by a change in type to ensure the ready recognition of such insertions. We consider it best to cite the authority for any explanations appearing in the footnotes. It may also be suggested that the notes should have included comments on the attitude and reactions of the civilian population of India during the events so amply covered, from the military standpoint, in the text.

Attention must be called to one more item in the footnotes. There are numerous instances where an annotated word is repeated verbatim in the note with no other remark. The preface explains, however, that Professor Srinivasachariar died before the completion of the work; and these may have been his guide notes which were to be expanded later.

The editor's painstaking efforts are evident throughout the volume and it is regretted that he could not see it through to completeness. Credit should also be given to Mr. Thathachari who had the difficult and sad task of concluding his father's work.

HAROLD W. RYAN

National Archives

W. J. BARROW

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News Notes

MARY C. LETHBRIDGE, *Editor*
Assisted by ROY HART, *National Archives*
United States Information Agency

SOCIETY OF AMERICAN ARCHIVISTS

The following is a list of the committees of the Society, with their current chairmen. Complete membership of committees will be announced in a later issue of this journal.

Committee on Bibliography. Lester Smith, Chairman
Committee on Archival Buildings and Equipment. Victor Gondos, Jr., Chairman
Committee on Auditing. Elizabeth Biggert, Chairman
Committee on College and University Archives. Henry J. Browne, Chairman
Committee on Local Arrangements, 18th annual meeting. Lester Cappon, Chairman
Committee on Program, 18th annual meeting. Morris Radoff, Chairman
Committee on International Relations. Lester Born, Chairman
Committee on Labor Union Archives. Paul Lewinson, Chairman
Committee on State Records. David Duniway, Chairman
Committee on Membership. Dolores C. Renze, Chairman
Committee on Microphotography. W. Frank Burton, Chairman
Committee on Nominations. Christopher Crittenden, Chairman

New Committees

Committee on Professional Standards. Solon J. Buck, Chairman
Committee on Municipal Records. Richard Ruddell, Chairman
Committee on Business Records. Chester Conner, Chairman
Committee on Church Records. Edmund L. Binsfield, Chairman
Committee on Audio-Visual Records. Hermine Baumhofer, Chairman
Committee on Archives and Office Technology. Herbert Angel, Chairman

The second annual "conference" of college and university archivists of the Society took place at a breakfast session on September 14, 1953. Despite the early meeting hour of 8 a.m., a dozen were in attendance, representing the following universities: California (Berkeley), Catholic, Cornell, Louisiana State, Pennsylvania, Rutgers, and Texas; and the Harvard School of Business Administration.

The principal matter discussed was the concept of a college or university archives and how from this idea flow its functions. In the light of the varying organizational patterns represented at the meeting, special guest Solon J. Buck of the Library of Congress attempted the definition of a university archives as a depository for official records, for other valuable documents that were not official, such as professors' papers, and for manuscript research materials held by the institution. There was no general agreement on this definition. On the third point some felt that manuscript collections by their very nature have no place in an institution's archives. Hence, in cases where archival and manuscript functions have been combined in the same office, more inclusive names have been used, such as "regional collection and archives." Faculty papers, however, were defended as belonging without apology in the archives since the men producing them acted at least in part as members of the school organization. In reply it was said that a professor did not produce official records in the same sense as the incumbent of a continuing administrative office.

The microfilming of noncurrent student records at the Catholic University of America was described and discussed. The possibility of learning something from the discussions of business archives that might be applied to colleges and universities was pointed out, since educational institutions have many aspects of business concerns. The plan to develop a newsletter to circulate among this special group of archivists was mentioned.

A part of Jason Horn's article on the archives of Hawaii that appeared in the April 1953 issue of the *American Archivist* was reprinted in the September 1953 number of *Paradise of the Pacific*; *Hawaii*. The article is illustrated with pictures of the new Archives Building in Honolulu and photographs taken at dedication ceremonies July 31.

NATIONAL ARCHIVES AND RECORDS SERVICE

For reasons of economy the National Archives has discontinued its former practice of abstracting or summarizing information contained in pension and bounty-land files, census population schedules, and early passenger lists. It will continue to make such records available for public examination in its search rooms, however, and will furnish reproductions of specifically designated documents for a fee. The agency also recently assumed responsibility for handling reference service (formerly handled by the Adjutant General's Office) on military service records in the National Archives, except in cases where an official interpretation of the records by the Department of the Army is legally necessary. Because of budgetary limitations, however, the National Archives staff is unable to abstract or summarize the information contained in these records. It will, of course, make them available for public examination in its search rooms and, in the case of volunteer service records (as distinguished from regular army service records), when summaries of such service have been previously prepared by the Department of the Army, will provide reproductions of the summary cards for a fee.

A system of training and promotion for GS-5 archivists has been instituted at the National Archives. Under this system the GS-5 archivist grade henceforth will be recognized as a training grade, and the basic grade for fully qualified professional archivists in the agency will be grade GS-7. All GS-5 archivists employed in the National Archives are required to take the course of training and tests prescribed. Those who complete the course and pass the tests satisfactorily and whose job performance has been satisfactory will be promoted, with the approval of the General Services Administration Personnel Division, to GS-7 positions. The course consists of lectures, discussion, reading assignments, and work projects under supervision. It provides a general orientation in the work of the four divisions of the National Archives and Records Service, instruction in the principles of archives management, the techniques and methods of each of the several archival functions (appraisal, preservation and arrangement, preparation of finding aids, editing and publication of historical documents, and reference service), the nature and value of the holdings of the National Archives, the library tools of the archivist, and the use of photography in archival work.

Restrictions on the use of records of the House of Representatives that have been transferred to the National Archives have been modified to the extent that any of the House records that are more than 50 years old or that have already been made public now may be made available for use by Government agencies, private organizations, or individuals. The modified restriction went into effect with the passage of House Resolution 288 on June 16, 1953.

An illustrated leaflet written in popular style and describing the National Archives and some of the historic documents on display there has recently been published. A limited number of copies of this publication are available on request.

The National Archives will assist former President Harry S. Truman in surveying, classifying, and selecting his personal papers for deposit with the United States Government. The papers, which are estimated to fill about 1,600 file drawers, are now stored in the Jackson County Court House, Kansas City, Missouri. Work on the papers was begun on September 28 by Philip D. Lagerquist of the National Archives staff under the direction of Wayne C. Grover, Archivist of the United States. It is estimated that the basic preparatory work will be completed in about 18 months. As previously reported, Mr. Truman expects to give his papers to the Nation and to preserve them in a proposed Harry S. Truman Library to be built at Grandview, Missouri. In the event that the library building is not constructed, Mr. Truman has indicated that he will take advantage of provisions in the Federal Records Act of 1950 and deposit his papers in the National Archives.

With the conversion of GSA Records Depositories in Regions 6 and 10 into Federal Records Centers there now are 11 Federal Records Centers strategically located throughout the country. Ten of these are general purpose centers, while the eleventh houses and services personnel folders of Federal employees who have left Government service.

In cooperation with the Records Management Division, interagency records administration conferences, similar to the conference so successfully conducted in Washington for many years, have been established in Atlanta and Dallas. Meetings have been unusually well attended by field service employees of the Federal Government in these areas. Conference organizations are also being set up in San Francisco and Boston, and it is expected that organizations will be worked out for each of the other GSA regions in which Federal Records Centers are now located.

LIBRARY OF CONGRESS

A large and valuable collection of the papers of Whitelaw Reid (1837-1912), journalist and diplomat, has recently been presented to the Library by his daughter-in-law, Mrs. Helen Rogers Reid, chairman of the board of the New York *Herald Tribune*, and her son, Whitelaw Reid, president and editor of the paper. The approximately 30,000 manuscripts and 170 volumes cover most of Reid's career, from his early journalistic work in Ohio to his ambassadorship to the Court of St. James, 1905-12.

Gen. U. S. Grant's military career, from the time he took command of the Federal forces in the District of Ironton, Mo., on August 8, 1861, until he became President of the United States on March 4, 1869, is documented in a collection of 62 volumes of records given to the Library by U. S. Grant III, grandson of the Civil War commander in chief. These unique records, which were the general's personal property and have been in the possession of his descendants since his death in 1885, have been added to the General Grant papers in the Library and will be available for research use. Some of the documents undoubtedly have never been published.

Some 27,000 papers of Norman H. Davis (1878-1944) have been given to the Library by the Council on Foreign Relations, Inc. The papers cover most of Mr. Davis' public career, beginning with his contributions to the work of the Paris Peace Conference of 1919. They contain valuable materials relating to his services to the League of Nations, his work with organizations concerned with foreign policy, and his years as Assistant Secretary of the Treasury and Undersecretary of State. There are also files relating to several international conferences with which Davis was concerned. The papers will be closed to general research for 2 years, after which most of them will be available under Library restrictions.

Other material received by the Library includes a manuscript volume containing Joseph N. Nicollet's record of astronomical observations on latitude and longitude made at various points along the eastern coast of the United States, 1832-33; and the personal papers of Dr. Cooper R. Curtice, eminent agricultural scientist and parasitologist, who identified the cattle tick as the carrier of "Texas fever" and whose researches led the way for the discoveries of William C. Gorgas and Walter Reed.

The papers of the late Senator Robert A. Taft, which are being deposited in the Library, will be withheld for the time being from public examination and private view.

U. S. DEPARTMENT OF THE ARMY

Kenneth Munden, formerly archivist with Supreme Headquarters, Allied Powers in Europe (SHAPE), is now assistant branch chief of the Departmental Records Branch, Adjutant General's Office, Department of the Army. Philip Brower has become an archivist in DRB. Seymour J. Pomrenze, formerly branch archivist with DRB, has transferred to the Records Management Section, Management Branch, Comptroller Division, Adjutant General's Office; that section is primarily concerned with formulating policies respecting the administration of records throughout the Department of the Army.

FOREIGN NEWS

Canada

E. C. Kyte, for many years librarian of the Committee on Archives of the United Church of Canada, will retire January 2, 1954. Mr. Kyte has been a member of the Society of American Archivists for some time and has been actively interested in the development of church archives in the United States as well as in his own country. He has been a contributor to the *American Archivist* and has served as editor of the quarterly bulletin issued by the Committee on Archives.

France

A bibliography of current historical research in the field of history has recently been launched by the Archives de France, with the financial support of the Société des Amis des Archives. Issued twice a year, under the title *Bulletin du Centre d'Information de la Recherche d'Histoire de France*, the publication is designed to establish contact and cooperation between historians and to prevent research workers from embarking on fields of investigation already explored. Information is being collected from the French National and Departmental Archives so that a list may be drawn up of the names, addresses, and subjects of all research workers; the material is recorded at the Centre d'Information of the Archives Nationales prior to publication. The first issue of the *Bulletin* gives details of research carried on in 1950 and 1951, still unpublished on January 1, 1953. The 1,173 research projects (genealogical research is not included) are listed in part one of the *Bulletin* under the following headings: scientific aids to history; general history (in periods, with a section for pre-history); biographical and family history; local history; naval, military, and colonial history; economic history, social history, art history, and archaeology. The second part of the *Bulletin* lists the researchers and refers to topics covered in part one. Subscriptions (400 francs for an annual, 200 francs for a half-year subscription) can be obtained from the Société des Amis des Archives de France, rue Vieille du Temple 87, Paris 3^{e}, France.

Great Britain

H. J. Habakuk of All Souls College, Oxford University, and Paul Chambers, vice chairman of Imperial Chemical Industries, members of a group sent to the United States by the British Government to study records management and especially the use of microfilm in connection therewith, visited the National Archives and Records Service, the Library of Congress, and other Government agencies in Washington during early October. Their survey of American practices in the records field also took them to a number of other public and private agencies throughout the United States.

India

Dr. P. M. Joshi, director of archives for the government of Bombay, India, visited the National Archives in Washington and several State archival institutions on his way to the International Congress of Archivists, held at The Hague in June 1953. Director of the University of Bombay before his appointment as archivist in 1947, Dr. Joshi is also the founder of the library school in Bombay. Besides the government records in his custody, which go back to the seventeenth century, as head of the Secretariat Record Office at Bombay he is also charged with the custody of the records of Baroda, Kolhapur, and Poona. Included in the records at Poona are ancient records of a trading company which had relations not only in India but with Western nations. This collection alone contains 50 million items.

Israel

In August 1953 the Zionist Central Archives in Jerusalem staged an exhibit of documents relating to the life and work of the late Dr. Chaim Weizmann, first President of the State of Israel. The exhibit was arranged at the "Rally for Overseas Youth on Courses in Israel," and consisted of 14 frames and one showcase containing both textual and graphic material on Weizmann's career.

CALIFORNIA

Immediately after Gov. Earl Warren's appointment as Chief Justice of the United States, he set a precedent by depositing his papers in the California State Archives. These papers, covering the period when he was attorney general and governor, 1939-53, are to be sealed for a 10-year period, after which their disposition is at the discretion of the California secretary of state. The secretary of state may exercise this discretionary authority also in the event of Justice Warren's death during this period. The accession measures about 500 feet.

The State Archives began in August a program of cataloging many of the archives series, 1848-1900, pertaining to such subjects as constitutional conventions, Indian wars, militia and the National Guard, and Yosemite Valley.

A grant of $225,000 from the Ford Foundation to the Hoover Institute and Library on War, Revolution, and Peace is enabling the library to expand its staff to keep up with the influx of documentary materials from Asia and the Middle East. For the next 3 years a large number of catalogers and language specialists will concentrate on the processing of such accessions, eagerly awaited by Western scholars. The library continues to receive additions from all over the world, even from "Iron Curtain" countries and China.

CONNECTICUT

A new volume of the *Public Records of the State of Connecticut*, May 1797 to October 1799, edited by Albert E. Van Dusen, State historian, has just been published, and copies are available for $6.00 from the State Library, Hartford 15, Connecticut. Included in this ninth volume, of 526 pages, are an extensive introduction, an index, and footnote annotations which show many references to archives. An interesting innovation in this volume is a frontispiece map, reproduced from an engraving by Amos Doolittle of "A Correct Map of Connecticut from Actual Survey," 1797.

An important collection of manuscripts relating to the early town of Windsor has been acquired recently by the State library. Noteworthy among the documents are five Indian deeds dated between 1660 and 1687. There are also many letters concerning the management of the English estates of the Allyn family of Windsor before the Revolutionary War. Another acquisition of general interest is a doublefaced frame containing what are said to be original letters relating to the surrender of Louisbourg in 1745, written by General Pepperell of the British Colonial Forces to the French General du Chambon. If not original, these are certainly contemporary copies, endorsed "For Lt. Frye," who was Pepperell's aide at Louisburg and an ancestor of the donor of the frame.

ILLINOIS

The State Records Commission Act of 1943 was further amended by the Sixty-Eighth General Assembly, meeting in 1953, to authorize the commission "to adopt schedules authorizing the disposal, after the lapse of specified periods of time, of records of a specified form or character that either have accumulated or may accumulate in the custody of any state agency and that will not, after the lapse of the periods specified, have any value, archival, historical or otherwise and should be destroyed or otherwise disposed of." The commission may also "require as a condition for destruction of records by any state agency that the records be first reproduced by microphotography or other photographic process, whether or not resulting in a copy of reduced size."

The attorney general of the State has advised the commission that under section 7, as amended in 1951 and 1953, no State agency can legally dispose of any of its records after July 1, 1951, without authorization of the State Records Commission, any prior legislation to the contrary notwithstanding.

The State Records Commission Act of 1943, which had already placed all destruction of records after microfilming under the jurisdiction of the State Records Commission, was also amended in 1953 to remove obsolete language.

The twenty-second annual conference on records management, sponsored by Records Controls Inc., was held in Chicago on October 9, 1953. This 1-day session focused attention on the practical problems confronting everyone in charge of files. A featured speaker was Ralph Shaw of the United States Department of Agriculture, who spoke on "A New Machine to Sort out Subject Data Mechanically." Other talks on the program were "Measurement and Simplification of Office Work," by Henry C. DeWitt, "Retention Problems in Connection with Old Records," by Harold T. Arnold, "Good Relations in

Business," by William H. Higginbotham; and a panel discussion of "Why Work in a Records Room Appeals to Successful File Supervisors."

Record Controls, Inc., has announced the fourth edition of its *Retention and Preservation of Records, With Destruction Schedules.* It includes the latest revisions of record retention laws and a new section on retention schedules for the Federal Government's noncurrent records. The tabulation of retention periods for common business papers has been expanded, and a detailed index has been added. The booklet can be obtained from Record Controls, Inc., 209 S. La Salle St., Chicago 4, Ill., for three dollars.

MARYLAND

Soon after completing its survey of Maryland State records (noted in our issues of January and April 1953), Records Engineering, Inc., was retained by the city of Baltimore to prepare record schedules and chart the procedures that result in the receipt or creation of city records. The potential savings to Baltimore in the institution of a records management program will doubtless be proportional to those of the State. J. Millard Tawes, State Comptroller, estimates very great immediate savings through the disposal program and continuing savings of about $36,000 yearly.

MISSOURI

Representatives of the Lutheran Church (Missouri Synod) and the Lutheran Women's Missionary League met at the Concordia Historical Institute on the campus of Concordia Seminary, St. Louis, October 6 and 7, 1953, for the purpose of stimulating historical collection and achieving some uniformity of action and planning by the district archivists. Papers were read on the "Function and Activity of District Archives," "The Gathering of Local Materials, Congregational Archives, and Histories," "Problems of the New Archivist," and the "Historical Institute's Relation to District Archives."

NEW YORK

The archival positions in the Division of Archives and History of the State Education Department have recently been retitled to conform to the public records analyst series established for that division by the State Department of Civil Service. The titles now include junior public records analyst, public records analyst, senior public records analyst, and associate public records analyst. The division is currently engaged in establishing a statewide records administration program in counties, cities, towns, villages, and districts outside of New York City.

Four companies operating in the field of business records have been consolidated under the name of Leahy and Co. The four companies, Records Management Consultants, Business Archives Center, Security Records Center, and Records Management Research Center, have offered related but different services. Now under one head they expect to provide what Leahy and Co. term "the most complete records management service available to industry and government." The offices of Leahy and Co. are now located at 357 West 27th Street, New York 1, N. Y.

The National Records Management Council has recently issued a leaflet entitled *Applied Science in Records Management: A New Technique.* Copies of this leaflet and of detailed records management audits, described therein, may be obtained by writing to the council at 50 East 42nd Street, New York 17, N. Y.

NORTH CAROLINA

The Department of Archives and History announces the publication of a revised edition of *Explorations, Descriptions, and Attempted Settlements of Carolina, 1584-1590*, edited by D. L. Corbitt, head of its division of publications. Material included in the edition consists of that part of the third volume of Hakluyt dealing with Carolina and a part of Giovanni da Verrazano's account, written in 1524. Copies may be obtained free by writing the Division of Publications, State Department of Archives and History, P. O. Box 1881, Raleigh, N. C. This division will also supply offprints of the article "Let's Look at Manuscripts," by Christopher Crittenden, which appeared in the Southeastern Librarian, vol. 3, no. 2 (Summer 1953).

OHIO

The trustees of the Rutherford B. Hayes and Lucy Webb Hayes Foundation, meeting in annual session on October 4, 1953, at the Hayes Memorial Library, Fremont, on the 131st anniversary of the birth of Rutherford B. Hayes, approved a program for editing and publishing volumes of source materials from the Hayes papers and other collections in the library. One of the contemplated volumes will be a guide to the library's manuscript collections of about a half million pieces, the nucleus of which is the Hayes papers. Officers and trustees of the foundation are Webb C. Hayes II, president; Lloyd T. Williams, vice president; Watt P. Marchman, secretary; and Webb C. Hayes III, treasurer; Harold Boeschenstein, Arthur B. Hayes, Scott B. Hayes, Frank L. Moore, and A. E. Slessman.

The American Jewish Archives, Cincinnati, has recently uncovered the largest manuscript collection of Jewish Americana yet known on this continent. This is the Henry Joseph collection of Rebecca Gratz papers. The Rev. Dr. Harry J. Stern of Montreal called the archives' attention to this treasure, about 6,000 pages of material. About 2,000 sheets deal with Barnard and Michael Gratz, Philadelphia merchants, 1754-ca. 1800. This material has been microfilmed and is unrestricted. There are about 4,000 pages of letters, sent for the most part to Rebecca Gratz by relatives and friends, among whom are members of the Fenno and Hoffman families. The use of these letters, which are also microfilmed, has been restricted by the family.

PENNSYLVANIA

During the 2 years just passed the Division of Public Records at Harrisburg has taken over from the State treasurer a great volume of the financial records of Pennsylvania. An inventory of records of the loan and transfer agent of the Commonwealth, 1821-1919, has been completed by Henry J. Young. Until the summer of 1952 these records, bound and loose, which document in detail the issue and redemption of some 60 series of State bonds, filled an obscure bank vault in Philadelphia. As records of State indebtedness they are of especial significance for the 1820's and 1830's, the era of expanding internal improvements, and for the time of the Civil War. The Division has also received the records of the general loan offices (banks) of 1773, 1785, and 1793, and those pertaining to the "new loan" of 1785, under which Pennsylvania assumed a portion of the Federal debt. Also included are most of the record books of the State treasurer, 1776-1930. While as yet only the loan and transfer records are covered by a detailed inventory, all the financial records have been put in order so that they can be readily used.

Three ranges of stacks, with 14-inch adjustable shelves; 30 steel drawers for maps; and a large safe containing 10 additional map drawers have been installed at the Division of Public Records in the Education Building.

The Library Company of Philadelphia, the Ridgway Library, has undertaken a comprehensive recataloging of its collections. A preliminary report by Edwin Wolf II, who is directing the project, indicates that remarkable finds have been made. Materials long lost or unknown have come to light already, and others will probably be forthcoming.

In October 1953 the mayor of Philadelphia announced that the city's Department of Records received $56,466 more in 1953 than in 1952 but effected savings of some $125,000 through disposal of 32,500 cubic feet of useless records and the elimination, consolidation, and simplification of forms. The department microfilmed important records, thus saving more than 3,000 cubic feet of storage space, and set up a centralized reference service for records required by the public.

VERMONT

The Public Records Commission of the State of Vermont has available on microfilm 4 series of Vermont records up to 1850: vital records of all Vermont towns; land records of all Vermont towns; probate records of the 20 probate districts in Vermont; and county land records, which include the Gore and unorganized towns. These microfilms, 1,462 rolls in all, were prepared under a cooperative agreement between Vermont and the Genealogical Society of the Church of the Latter Day Saints, which made available the funds for the project.

WEST VIRGINIA

Mrs. Roy Bird Cook was succeeded as director of the West Virginia State Department of Archives and History on September 30, 1953, by Mrs. Dale Thomas.

WYOMING

Herbert J. Salisbury, assistant archivist for the State of Oregon since January 1949, was appointed assistant archivist for Wyoming, effective October 1, 1953. Mr. Salisbury is a member of the Society of American Archivists. For 3 years secretary of the Marion County Historical Society in Salem, Oregon, he is a graduate of the Oregon College of Education. He also attended in 1949 the 4-week intensive training course in the preservation and administration of archives given by American University, Washington, D. C.

MISCELLANEOUS

The following persons attended the ninth annual institute in the preservation and administration of archives, directed by Dr. Ernst Posner, June 22-July 17, 1953, in Washington, D. C.:

Jessie P. Guzman, Tuskegee Institute; Josephine L. Harper, State Historical Society of Wisconsin; Ruth G. Kluzak, Detroit Edison Co.; Dean F. Krakel, University of Wyoming; Olive Liebman, Departmental Records Branch, Adjutant General's Office, War Department; Luis Merchan, National Archives, Quito, Ecuador; Howard A. Merritt, Jr., State Historical Society of Wisconsin; James V. Mink, University of California; Aimee Devine Sanders, Historical Society of Berks County, Pa.; Emily V. Smith, Temple University; George E. Warren; Peter Haley, Georgetown University Library; Alphin Hines; Frank J. Vaccarella; and Nibza T. Soares, National Library, Rio de Janeiro, Brazil.

The Administrator of General Services announced in July 1953 that a management survey of all Government microfilming operations would be undertaken by Records Engineering, Inc. This survey of the need for and the efficiency and cost of microfilming operations carried on by Federal agencies had as its objectives governmentwide standardization of procedures, more effective equipment use and improved space utilization, and reduced costs for microfilm operations. Questionnaires were issued to all agencies to furnish information concerning their microfilming work, and a sample number of microfilm projects were visited to review operations in progress and to study the results of completed programs.

Does your institution possess any pictures showing American swords? The Corcoran Gallery of Art is interested in learning of any paintings, drawings, or prints showing swords in battle scenes, parades, portraits, and so forth, thus far overlooked in its investigations preparatory to a major loan exhibition, "The Sword in America, 1000-1953," which will be held at the gallery and at the Detroit Institute of Arts between October and March, 1954-55. Address information to the Director, Corcoran Gallery of Art, Washington 6, D. C.

W. L. Williamson of the Graduate Library School, University of Chicago, is writing a dissertation on William Frederick Poole. He will appreciate being notified of manuscript materials pertaining to his subject.

The American Association for State and Local History has its plans well under way for celebrations, 1957-58, of the centennial of the establishment of the overland mail service. Committees have been established in Missouri, Tennessee, Arkansas, Oklahoma, Texas, New Mexico, Arizona, and California.

The American Institute of Architects' committee on preservation of historic buildings has been reactivated under the chairmanship of Earl H. Reed. More than 40 institute members throughout the country have been appointed as officers, whose duties are to encourage preservation in their respective areas and to assist in a nationwide survey of buildings deemed worthy of preservation. The survey will include buildings of the Victorian era and the age of steel. The previous inventory, made in the thirties, was limited primarily to pre-Civil War buildings.

The American Jewish Historical Society will conduct a historical essay contest to mark the 300th anniversary of Jewish settlement in the United States, Dr. Salo W. Baron, president of the society, has announced. The contest is open to university students on the graduate or undergraduate levels, both Jews and non-Jews. Essays are not to exceed 10,000 words, must be documented, and must not have been published in whole or in part elsewhere. Three prizes, $500, $300, and $200, will be awarded, either in cash or in the form of scholarships at recognized institutions of higher learning. Queries concerning the tercentenary essay contest, which closes September 1, 1954, should be addressed to the Historical Essay Award Committee, American Jewish Historical Society, 3080 Broadway, New York 27, N. Y.

The American Name Society is now issuing a quarterly journal called *Names*. The journal is a vehicle for the dissemination of studies and research on the etymology, origin, meaning, and application of geographical, personal, scientific, commercial, and popular names.

The Society of American Archivists Reports for the Year 1952-1953

MINUTES OF THE COUNCIL

September 14, 1953

The Council met at Fair Lane, Dearborn, Mich., at 5 p.m., September 14, the president, vice president, treasurer, secretary, editor, and council members Christopher Crittenden, Dorothy K. Taylor, Robert H. Bahmer, and Alice E. Smith attending.

The secretary presented the following names of applicants for membership in the Society: Donald F. Danker, Nebraska Historical Society; Frederic W. Fairfield, Ford Motor Company Archives; Herbert H. Fockler, Princeton University Library; Rosalyn Hubbard, Ford Motor Company Archives; Vincent G. Hyland and Kathleen B. Jacklin, Cornell University Collection of Regional History; Ruth G. Kluzak, Detroit Edison Co.; Howard A. Merritt, Jr., Wisconsin State Historical Society; Hazel L. Nickel, Herbert Hoover Archives; Ralph G. Schwarz, Bethlehem Steel Co.; Emily V. Smith, Temple University; Ebert C. Smith, U. S. Air Force Records Center; Julia A. Thompson, U. S. Bureau of Printing and Engraving; and Lawrence E. Yont, Aluminum Company of America. *Voted*, to elect those applicants to the Society.

After some discussion, the following resolution was proposed: That those who are now arrears in their dues and who have not paid before January 1954, shall not receive the January issue of the *American Archivist* or any future issues. Voted, to approve this resolution. The meeting adjourned at 5:45 p.m.

ROGER THOMAS, *Secretary*

MINUTES OF THE BUSINESS MEETING

September 14, 1953

The Society convened in its annual business meeting in the Alexandria Room of the Dearborn Inn, Dearborn, Mich., at 8:30 p.m., September 14, approximately 165 members attending.

The minutes of the previous meeting as published in the January 1953 issue of the *American Archivist*, pp. 85-86, were approved as printed.

The report of the treasurer was read; he reported that the Society was in good financial condition. In the absence of Russell H. Anderson, chairman of the Auditing Committee, Christopher Crittenden read the committee report, which, with the treasurer's report, was accepted and ordered to be placed on file.

The secretary then read for the information of the Society the minutes of the Council meeting held at 5 p.m. at Fair Lane. The report of the secretary was read, approved, and ordered to be placed on file.

Henry H. Eddy then read resolutions directing the secretary to address letters of thanks to the following persons and organizations responsible for the success of the annual meeting: the manager of the Park Shelton Hotel, the Michigan Historical Commission, the William L. Clements Library, the Detroit Public Library and the Burton Historical Collection, the Historical Society of Michigan, the departments of history of Wayne University and of the University of Michigan, and most notably the Ford Motor Company Archives, the Henry Ford Museum, Greenfield Village, Mr. Henry Ford II, and the Ford Motor Company. *Voted*, to adopt these resolutions.

On motion of Henry H. Eddy, it was *voted* to send letters of condolence through the secretary to the family of each of the members who died during the year: Margaret Choppin, Suda Bane, and Hedda Johnson.

On motion from the floor, it was *voted* that the Society express its appreciation of the services of its officers and committees and especially the chairmen of committees in conducting Society affairs so effectively during the past year. It was also moved and *voted* that the secretary present to Victor Gondos, Jr., a certificate of appreciation from the Society for his 10-year chairmanship of the Committee on Archival Buildings and Equipment.

Dorothy K. Taylor, chairman of the Committee on Nominations, presented the following slate:

For president — Wayne C. Grover
For vice president — Ernst Posner
For secretary — Henry E. Edmunds
For treasurer — William D. Overman
For council member (term ending 1958) — Emmett J. Leahy

Nominations from the floor being called for, Leon de Valinger, Jr., was nominated for the position of council member, term ending 1958. The nominations being closed, it was moved, seconded, and passed that a unanimous ballot be cast for the persons named by the Committee on Nominations for the positions of president, vice president, secretary, and treasurer. A motion having been adopted to vote by secret ballot on the candidates for council member, the president appointed Sherrod East, William Van Schreeven, and Herbert Keller as tellers. During the balloting, Dolores C. Renze presented a motion to authorize the establishment of a committee to examine and report on the professional qualifications for archival work. After some discussion, it was moved, seconded, and *voted* that the proposal be referred to the Council for appropriate action. The tellers reported to the president that Leon de Valinger, Jr., had been elected to fill the position of council member, term ending 1958. Other council members with their terms of office are: Christopher Crittenden (1954), Robert H. Bahmer (1955), Alice E. Smith (1956), and Morris L. Radoff (1957).

The retiring president, William D. McCain, after addressing a few brief remarks to the membership, turned the chair over to the new president, Wayne

C. Grover. President Grover announced that the Committee on Nominations for 1954 would be composed of Christopher Crittenden, chairman, Robert Lovett, and Philip C. Brooks.

The meeting adjourned at 9:15 p.m.

ROGER THOMAS, *Secretary*

MINUTES OF THE COUNCIL

September 15, 1953

Note: The official minutes of this session of the Council were not received in time to print them in this issue. They will be printed in the April number.

ANNUAL REPORT OF THE TREASURER, 1953

Your present treasurer took over the books and records of the Society from the former treasurer as of January 1, 1953. He wishes to express his appreciation to Helen Chatfield for the excellent set of books which she turned over at that time.

The following is a combined report for the fiscal year ending June 30, 1953. The first half is Miss Chatfield's report, the latter half is that of the present treasurer.

Receipts for the year totaled $4,756.55. Of this amount $2,559.93 was received from membership dues; $1,504.50 from subscriptions to the *American Archivist*; $597.72 from the sale of back issues and from advertising in the *American Archivist*; and $94.40 from other sources, including interest on the Society's bond and a surplus from the 1952 meeting.

Expenditures for the fiscal year were $4,496.08, which included $736.89 administrative expense; $3,618.65 to the Torch Press for printing the *American Archivist*; and $140.54 other expenses including dues for 2 years to the International Council on Archives.

The difference between receipts and expenditures was $260.47, representing the net gain to the treasury as of June 30, 1953. The bank balance at that time was $1,790.49.

The Society had 407 domestic individual members at the beginning of the period and 428 at the end, representing a net gain of 21. It gained 4 new institutional members, making a total of 61. It lost 8 foreign individual members and 1 foreign institutional member. The net gain in the number of subscribers was 3. The Society had 6 honorary members and 6 life members as of June 30, 1953. It added another to the list of life members in July.

The sale of back issues and the diligent work of our editor in securing advertising for the journal is largely responsible for the sound condition of the treasury. The cost of printing is high, and we can maintain our sound condition only if we all assist the Membership Committee in recruiting new members, for we are operating close to the break-even point. Members can reduce operating costs by paying dues promptly so that the treasurer need not send out second notices.

WILLIAM D. OVERMAN, *Treasurer*

BUDGET PROPOSAL FOR THE FISCAL YEAR 1954

		Yr. ending 6/30/52 (actual)	Yr. ending 6/30/53 (estimated)	Yr. ending 6/30/53 (actual)	Yr. ending 6/30/54 (estimated)
1	Cash on hand July 1	$ 720.06	$1,522.03	$1,522.03	$1,790.49
	(Check No. 144 cancelled)			7.99	
				1,530.02	
	RECEIPTS				
2	Membership dues				
	Domestic	2,736.00	2,736.00	2,454.75	2,500.00
	Foreign	132.90	132.90	105.18	110.00
3	Publications				
	Subscriptions	1,450.75	1,450.75	1,504.50	1,500.00
	Other	593.36	593.36	597.72	590.00
4	Interest on Bond	37.50	12.50	12.50	37.50
5	Annual Meeting	108.34		81.90	
	Receipts Annual	5,058.85	4,925.51	4,756.55	4,737.50
	Receipts Total	5,778.91	6,447.54	6,286.57	6,527.99
	EXPENDITURES				
7	Administrative		800.00		800.00
	Secretary's Office	396.52		336.31	
	Treasurer's Office	309.78		299.29	
	Committees, other	43.00		101.29	
8	Torch Press	3,461.33	3,500.00	3,618.65	3,600.00
	Other Publ. Exp.	46.25	500.00		
9	Annual Meeting (Refund to AASLH)			40.54	
10	Contributions & Dues to ICA		100.00	100.00	
	Expenditures annual	4,256.88	4,900.00	4,496.08	4,400.00
11	Cash on hand at end of period	1,522.03	1,547.54	1,790.49	2,127.99

(Sgd.) Wayne C. Grover, *President* (Sgd.) Henry E. Edmunds, *Secretary* (Sgd.) William D. Overman, *Treasurer*

Approved by the Council Sept. 15, 1953.

AUDITORS' CERTIFICATE

The auditing committee has carefully checked the accounts of the two successive treasurers for the past fiscal year, Miss Helen Chatfield and Dr. William D. Overman. They have examined the bank deposit slips, the vouchers and checks, as well as the summary statements and find everything correct and in good order.

We wish to comment upon the excellent form and order in which the Society's accounts are kept and to assure the membership that the present bookkeeping system is excellent both for the purposes of auditing and for service to the organization.

While it is not properly the function of the auditing committee, it seems permissible to call attention to the fact that the expense chargeable to the treasurer's office during the second half of the year is low because of the large amount of clerical work which has been performed by Dr. and Mrs. Overman without cost to the Society. Outside assistance has customarily been engaged for this work in the past.

RUSSELL H. ANDERSON, *Chairman*
WATT P. MARCHMAN
Auditing Committee
Society of American Archivists

September 10, 1953

REPORT OF THE SECRETARY FOR THE YEAR 1953

With an attendance at this annual meeting of over 165 members, the Society can face the future with some assurance. We are all happy to be guests in so famous a city and of hosts equally well known. In addition, we believe we are seeing here in the Ford Motor Company Archives, the beginning of a most auspicious movement in the history of archival administration.

The work of the Society can be divided into three phases: the *American Archivist*, the work of the Council, and the work of committees. Those of us who are present must remember that for many more of us than are here, the *American Archivist* is the most important of the three. It is unnecessary for the secretary to do more than point out this obvious fact.

Though but lately reported (in the July issue of our quarterly), it may be well to remind all of you of two actions taken by the Council in 1953. On February 9, the executive secretary of the American Historical Association pointed out to your secretary that at the Christmas meeting of the association in Washington, its council had passed a resolution on the nonpolitical character of the position of Archivist of the United States. On March 21, the Council of the Society adopted a resolution on the same subject. The secretary transmitted this resolution to the Hon. Sherman Adams at the White House and on April 24 received an appropriate reply. On March 16, the matter of the Austrian Archives came to the attention of the Society. A report on the condition of the archives had been presented earlier by the chairman of our Committee on International Relations, Lester K. Born. On April 21, the Council passed a resolution on the preservation and maintenance of the treasures of the Austrian Public Records Office. This the secretary transmitted to the Austrian Ambassador, Dr. Max Lowenthal, who replied on May 15.

Some of you have seen the form devised by the secretary, mentioned in the previous report and called a biographical register. The purpose of this form was to get somewhat more up-to-date information about members than that now in the files, some of which was submitted by members as long ago as 1938. One of our Annapolis members, John Hively, perceived that the form had other possibilities, and from 120 forms submitted by 22 per cent of the membership, he compiled some interesting statistics. A few are worth mentioning in this report; the total results have been placed in the secretary's files, available to those interested.

Mr. Hively found that 25 per cent of us were born in the Midwest, 24 per cent in the Middle Atlantic States, 18 per cent in the South, and 16 per cent in foreign countries. For the "region of employment," however, the percentages change: 44 per cent are employed in the Middle Atlantic States, 13 per cent in the South, 12 per cent in the Midwest, and 11 per cent outside the United States. College archives employ 20 per cent of us, Government agencies (exclusive of the National Archives) 18 per cent, the National Archives 11 per cent, State archives 15 per cent, and foreign archives 7 per cent. Forty-two per cent of the members have master's degrees, 28 per cent have some type of bachelor's degree, 20 per cent have doctor's degrees, and 12 per cent have no degree. The sample indicates that 36 per cent of our members are between the ages of 41 and 51; 27 per cent are between 31 and 40; 23 per cent are between 51 and 60; 6 per cent are under 30, and 76/100 per cent are over 70.

It is with regret that the secretary notes the deaths of three members — Suda Bane, Hedda Johnson, and Margaret Choppin. The Society will miss their alert interest in its activities.

The secretary cannot close his official career without thanking everyone who has cooperated in smoothing his way, especially those who by vote at annual meetings have felt sufficient confidence to elect him in 1950, 1951, and 1952. Of course, he still stands ready to serve in a member's capacity at any time in the future.

Roger Thomas, *Secretary*

The reports of committees of the Society, submitted to the editor by the secretary, are printed below, with the exception of the report of the Committee on Labor Union Archives, which is printed *ante*, as an article.

REPORT OF THE COMMITTEE ON ARCHIVAL BIBLIOGRAPHY

The committee discharged its major responsibility, the compilation of the "Writings on Archives, Current Records, and Historical Manuscripts, July 1952-June 1953," in a bibliography of 418 items. Published in the October 1953 issue of the *American Archivist*, the product of the committee's work is itself the report of the committee's accomplishment. The coverage of this year's bibliography was altered in two areas: publications concerned with records management and office management received somewhat greater attention; foreign publications, somewhat less. Evidence of the interest of archivists and records management specialists in new indexing techniques, such as coordinate indexing, and in the use of machine techniques in information processing prompted the inclusion of certain items in these fields. The decreased emphasis on foreign publications was made possible by the plan of the International Council on Archives to publish annually in its journal, *Archivum*, a selected international bibliography, the first issue of which appeared in *Archivum*, vol.

2 (1952). It is understood that the International Council on Archives plans to give consideration to the matter of the compilation of a consolidated, retrospective bibliography, and its action in this regard will have the close attention of this committee.

In accordance with past practice, the committee made available to various individuals and institutions information concerning specific subjects. Most such requests relate to quite recently published materials and are answered by reference to publications of the current year.

LESTER W. SMITH, *Chairman*

REPORT OF THE COMMITTEE ON ARCHIVAL BUILDINGS AND EQUIPMENT

This report marks the end of the first decade of the work of the Committee on Archival Buildings and Equipment. A backward glance from this vantage point may not be amiss. The committee was established in 1943, when President R. D. W. Connor appointed the present chairman and empowered him to form the Committee on Archival Buildings. After the first 5 years, when the former Committee on Equipment was terminated in 1949, the name was altered to the present form.

The initial membership of the committee included Margaret Norton, Ernst Posner, William J. Van Schreeven, and Leon de Valinger, Jr. The roster of succeeding members is replete with well-known workers in the archival vineyards: Morris L. Radoff, Charlotte Capers, Henry H. Eddy, William D. Overman, William D. McCain, Everett O. Alldredge, W. Frank Burton, Gust Skordas, and Leonidas Dodson. The last three mentioned are members of the committee during the current year. To all past and present committee members the chairman desires to express his thanks and appreciation. The names are evidence that the members represented a goodly cross section of the archival profession.

Though not all was accomplished that had been hoped for in the beginning, yet a substantial sum of accomplishments can be vouchsafed for the passing years. The committee employed a variety of means for the dissemination of information, including the distribution of publications, personal consultations, correspondence, instructional lectures, and other services. During the period some 200 copies of reprints of the chairman's article on "American Archival Architecture," published by the American Institute of Architects in 1947, were distributed throughout the United States, and to Europe, Latin America, and South Africa. Similarly, National Archives Bulletin No. 6, *Buildings and Equipment for Archives*, was distributed both separately and concurrently with the foregoing publication and went into a second edition. A total of 10 items were published by the committee or its chairman, through the auspices of the *American Archivist*, the National Archives, and the American Institute of Architects.[1]

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[1] In addition to these items, the following reviews and articles concerning buildings and equipment appeared in the *American Archivist*: "Postwar Plans for the Vermont

Personal consultations related to over a score of proposed archival projects in America and abroad, including consultations with the following: Thomas F. O'Connor of the Archdiocese of New York; Architects C. C. Zantzinger of Pennsylvania, Norman Sturgis of New York, and William H. Deitrick and Matthews Nowicky of North Carolina; officials of the University of Georgia, the Tennessee Valley Authority, and the United States Air University Library; the State Treasurer of New Jersey; and foreign archivists, including Jagdish Sharma of Delhi University, India, K. D. Somadasa of the University of Ceylon, and Hector García Chuecos of Venezuela.

Inquiries for information by mail were received from gratifyingly diverse sources, such as State, county, church, and university repositories. For example, questions were answered for the Secretary of State of California, Purnendu Basu of India, Dwight Griswold of Nebraska, the Indiana Historical Bureau, Gaston Litton of Oklahoma, Robert Lovett of Harvard, the Massachusetts Public Buildings Commission, Mrs. Maude P. Sandvig of Mexico City, J. H. Easterby of the Historical Commission of South Carolina, Jonathan D. Bingham of Leicester, England, and many others. Descriptions and reports were rendered on developments in State and institutional archival establishments in Alabama, California, Colorado, Connecticut, Indiana, Maine, Nebraska, New Jersey, New York, Oregon, Pennsylvania, Tennessee, Vermont, Wisconsin, and elsewhere.

To increase the committee's knowledge, the chairman made personal visits to the archival establishments in the Colorado State Museum, the Delaware Hall of Records, the William L. Clements Library in Ann Arbor, the University of Kentucky Archives, the Duke University Manuscripts Division, the Maryland Hall of Records, the Massachusetts Institute of Technology Library, the Mississippi State Department of Archives and History, the Southern Historical Collection at Chapel Hill, N. C., the Quebec Provincial Archives, the United Nations Archives, the Virginia State Library Archives Division, the University of Virginia Manuscript Division, the Wisconsin Historical Society, the Business Archives Center in New York City, the New Jersey State Library, and the Historical Society of Pennsylvania.

The committee established an "archival plan collection," now in the care of the National Archives Library, which includes building plans presented by such institutions as the Alabama State Department of Archives and History, the Delaware Hall of Records, the Illinois State Archives, the Maryland Hall

Historical Society," "Regents Plan for Postwar Education in the State of New York," and "Postwar Public Works Program for a State Historical Building," in the July 1944 issue (7:210); "Public Records Building for Vermont," in the July 1948 issue (11:234-235); "Annual Report of the Director," Historical Society of York County, in the July 1946 issue (9:242); "New Archives Building for the Archdiocese of New York," in the July 1947 issue (10:280-281); "Good Lighting for People at Work in Reading Rooms and Offices," in the July 1948 issue (11:270); "Planning the University Library Building," in the October 1949 issue (12:422-425); "Records and Fire Protection," in the April 1951 issue (14:155-159); "Safeguarding Our Cultural Heritage," in the July 1953 issue (16:265); and reports of the Committee on Archival Buildings and Equipment, in each January issue for the years 1944-52 (vols. 7-15).

of Records, the Virginia State Library, the Vermont Public Records Office, and the underground Municipal Archives of Stockholm, Sweden.

In its publications, consultations, correspondence, and related services the committee dealt with such archival topics as programming and planning, space allocation for the various facilities, document containers, shelving, vertical vs. horizontal filing, atmospheric vs. vacuum fumigation, fluorescent vs. incandescent lighting, and the like.

The activities of the past year, 1952-53, were characteristic of those preceding. Some copies of the article on "Records and Fire Protection" and another score of copies of the brochure on archival architecture were distributed to interested visitors, members of the course in archival administration, and correspondents. The director of the Dominican Republic Archives, Ramon Lugo Lovatón, was supplied with literature and information on American firms producing library and archival equipment. The committee chairman contributed a review of *Safeguarding Our Cultural Heritage*, a bibliography of works relating to the protection of museums, archives, and libraries in wartime, for the *American Archivist* (July 1953). Correspondence inquiries were answered, and domestic and foreign visitors were assisted. The chairman delivered the eighth annual lecture on archival storage and equipment to the American University summer institute in archives administration.

Reports were requested and received from archivists in the States with respect to the latest developments in archival facilities, and the chairman personally visited the United Nations Archives and the Business Archives Center in New York City. The United Nations Archives Section is located on the nineteenth floor of the great glass-and-steel United Nations Building. The section, directed by Robert Claus, assumes custody both of permanent and temporary noncurrent records of the U. N. There are no fixed walls, but only movable partitions for all enclosed spaces on the floor, giving the maximum of flexibility. Offices and stacks are, of course, air conditioned. The present stack holdings of some 12,000 cubic feet can be increased somewhat. There are small offices, approximately 100 to 150 square feet for the chief, the assistant chief, and the secretary-receptionist, a search room, a processing or work room, and the stack area. Steel shelving is used throughout the stacks. The shelving is about 9 feet high, requiring the use of ladders, and some space is lost through excessive depth of shelves. The steel gage of the shelving, ordered from British and French fabricators, is thinner than that normally used in this country. The containers are of the metal-edge, fiberboard type, and are all of legal size, i.e., 14 x 10 x 5 inches, resting on 16-inch-deep shelves.

Perhaps the most interesting aspect of the equipment is the fire control system, which operates on the "zone system." The area is divided into zones, and to each zone is alloted a certain number of carbon dioxide gas containers sufficient for one flooding of the zone with gas. A "rate of rise" device trips the system into operation at a temperature of 135°F. This has the effect of automatically closing nearby fire doors, closing the air conditioning system, sounding the alarm, and releasing the gas in the affected area. The necessary gas containers are stored in a well-protected concrete loft.

Director Clifford Lord of the State Historical Society of Wisconsin reports that the legislature has provided over $300,000 for the renovation of the building formerly shared with the university library but now entirely in the possession of the society. In addition to new museum quarters, a combination seminar and meeting room, and a smoking lounge, there will be some 100 study carrells for faculty and student research work; additional work, office, and stack space; and a complete rewiring and relighting of the handsome classic building. The changes will make it possible to have the manuscript collections available from 8:00 a.m. to 10:00 p.m. daily instead of only to 5:00 p.m.

The finest addition to American archival buildings in recent years is the Tennessee State Library and Archives Building, which, with its equipment, cost some two and a half million dollars. In addition to the State Library and Archives, it houses the Tennessee Historical Society and the Historical Commission. The planning and design of this building represents a classic example of the cooperation of archivist and architect. Dan M. Robison, the head of the institution, was appointed early enough to take an active part in the program and to collaborate with the architect, H. Clinton Parrent, Jr., of Nashville, in the development of the plan. In the course of touring archival institutions, Dr. Robison came to Washington and was supplied with data from the Society's plan collection on buildings and equipment. The new building has some 112,000 square feet of floor space, allocated as follows: storage areas, 64,000; special departmental vaults for agencies' semicurrent records, 17,000; work and office areas, 27,000; equipment space, 3,000; and receiving room, 1,000.

The building has two main parts; the front part consists of 4 floors, each 16 feet in height, for the use of the public, the staff, work areas, and the vaults for the semicurrent records of the state agencies; and the rear part, devoted to archival and library stacks, consists of 8 decks, each 7½ feet high. There are two elevators in the storage area to serve all 8 decks. Incandescent lights are used in all aisles. Two stack decks have been left unequipped, and all can be used interchangeably for books or records. There is the usual cleaning, fumigating, laminating, and photoreproduction equipment of a modern archival institution. Architecturally, the front harmonizes with the famous State Capitol and the Supreme Court Building, and is of white Tennessee marble. It is hoped to include a much more detailed description in a later issue of the *American Archivist.*

On July 31, 1953, the 110th anniversary of the restoration of the sovereignty of King Kamehameha III of Hawaii, the new Territorial Archives Building of the future 49th State was dedicated with suitable ceremonies. It is gratifying to quote Archivist Maude Jones' letter to your committee chairman, "The information you sent me some time ago relating to data on archival buildings was the basis for the plan for our new building." The building cost about a quarter of a million dollars, contains under 10,000 square feet of ground area, or about 25,000 square feet of floor space, and consists of a basement and a first and second floor. The basement contains storage space and the air conditioning equipment. The first floor includes the administrative offices, index room, search room, receiving and processing room, rest room, microfilm and photographic room, and a lanai (verandah) on two sides of the building. The entire second floor is an air-conditioned vault. The building is of reinforced concrete, equipped with an elevator, a fire alarm system, and an intercommunication system. It is remarkable to note that both the Hawaiian and Tennessee buildings were completed several months ahead of scheduled completion dates. When the promised plans, specifications, and photographs are received by your committee it is hoped to include a more extended description in the Society's journal.

There are some other notable developments in the field of American archival facilities which cannot be detailed here for lack of space but which deserve mention. Working drawings have been completed for a splendid new provincial library and archives building for the Province of Saskatchewan, Canada, by the firm of H. K. Black, architects and engineers of Regina. Plans of this building are also being added to the Society's plan collection. A new records storage building, capable of housing some 140,000 cubic feet of records, is currently being completed for the North Carolina Department of Archives and History. And a stellar achievement in the progress of American business archives facilities is the new Ford Archives in Fair Lane, the converted residence of the great founder of the Ford Motor Company. A beautiful job of conversion was performed on this rock-ribbed, fortress-like edifice, so that the original character of the exterior as well as much of the interior is maintained as it was in the days of Henry and Clara Ford. Archivists from all over the land will have the opportunity to view this interesting structure for themselves, when they make their pilgrimage to this new Mecca on the occasion of the 1953 annual meeting of the Society of American Archivists.

VICTOR GONDOS, JR., *Chairman*

REPORT OF THE COMMITTEE ON COLLEGE AND UNIVERSITY ARCHIVES

During the past year this committee has received the usual number of requests for information and assistance. It was particularly of service to the archival cause by supplying data to library officials at Temple University and Clemson College and to the Archivist at DePauw University. There was no formal meeting of the members, but there was some correspondence concerning the possibility of instituting a newsletter, which might serve to bring college and university archivists closer together. The first step in that direction was taken at the annual meeting at Lexington in 1952, when the archivists from educational institutions decided to form a "conference" to meet during each annual meeting of the Society. (The second meeting of the "conference" was arranged as a breakfast session during the 1953 meeting.)

The chairman continued his annual custom of addressing the American University summer institute on archives administration on the subject of the archives movement in American institutions of higher learning. In the 1953 institute, four such institutions were represented.

An article written by the chairman, "An Appeal for Archives in Institutions of Higher Learning," appeared in the July 1953 issue of the *American Archivist.*

HENRY J. BROWNE, *Chairman*

REPORT OF THE JOINT COMMITTEE ON HISTORICAL MANUSCRIPTS

The committee continued to serve in an advisory capacity in the development of plans by the Library of Congress for the National Register of Historical Manuscript Collections to be established in that institution. Committee members made suggestions to the Committee on Manuscript Cataloging of the Library of Congress in the revision of its "Rules for Descriptive Cataloging: Manuscripts," to be applied to manuscript collections and to select individual manuscripts. These rules will soon be in final form for use in this project.

As explained in the previous report of the joint committee (*American Archivist*, 16: 94-95), one of its purposes is to solicit the cooperation of research libraries throughout the country in sending to the Library of Congress the necessary information about their manuscript collections. Gathering information about little-known collections is one phase of this activity. During the past year the chairman of the joint committee has had correspondence with Prof. Henry Dan Piper, who is chairman of the American Literature Group of the Modern Languages Association, which is preparing a census of manuscripts of authors in the United States and abroad. Some correspondence is also being carried on with Miss Frida Pliefke, chairman of a Committee on Historical Material for the Medical Library Association, which has been discussing the possibility of making a directory of manuscript material in medical society libraries. It is hoped that cooperation with both these projects will help eventually to further the work of the National Register to provide a more comprehensive coverage of manuscript collections.

LESTER J. CAPPON, *Chairman*

REPORT OF THE COMMITTEE ON STATE ARCHIVES

Members of the committee undertook several studies, the results of which were presented at a breakfast at the annual meeting at Detroit, attended by 23 persons. The text of 3 reports will be distributed to State archivists; a limited number of copies of the reports are available to others on request to the reporters. In summary the basic findings may be of interest.

The salary survey by Morris Radoff of Maryland revealed that there had been no change in the salaries of State archivists in 20 States during the year. One State reported a decrease, several States reported nominal increases, and 2 States reported increases of approximately $600. In only 2 States, both in the South, were there significant increases, one of $2,000 and the other of $1,900. The new increases bring the salaries of the archivists in these States up to $5,000 a year.

Dolores Renze of Colorado surveyed microfilm projects of the courts. Of the 27 States replying to her questions, 12 use microphotography in county courts. Only in New York are records of the supreme court being microfilmed. The purpose of most of these projects is to preserve the security of the original record and to make records available in more than one place. In 4 States space saving is a reason for the microfilming. In 4 States the recording of current instruments by microfilm is practiced, and in some of these the films are filed with the State Archives. The benefits that might accrue to a State in substituting microfilm for photostats or typed copies in current recording appear to be astronomical, but as yet the application of this technique in recording is limited.

A survey of laws passed in 1951-53 was presented by Mary Givens Bryan of Georgia. Archivists of all 48 States replied to her request for information. In 16, no recent legislation had been passed. General laws establishing or amending archival programs had been passed in Montana, Oklahoma, Tennessee, Utah, Wisconsin, and Wyoming. Laws authorizing the use of microphotography or other photographic copying were passed in Alabama, California, Montana, Ohio, and Vermont. One law relating to microfilming of county records was passed, and one relating to microfilming city records. The admissibility of microphotographic reproductions of records as evidence in court was the subject of 3 laws. General destruction laws were passed or amended in Georgia, Massachusetts, Mississippi, Rhode Island, and Washington. Disposal schedules have been authorized in Illinois and Oregon, and 9 other States passed special destruction acts. The Legislative Reference Bureau of Arizona has been transferred to a Legislative Council; the Delaware Public Archives Commission has added a historic sites project and is represented in a State Archaeology Board; and Nebraska has seen establishment of a Centennial Commission for 1954. Important and interesting to many archivists is the new Maryland law establishing a records program for that State and setting up a Division of Records Management under the Hall of Records Commission. The State of Massachusetts has passed a new law of replevin, and in West Virginia the State Archives has been charged with the distribution of published State documents. In 3 States agencies were discontinued or reorganized and their records and duties were assigned to the State archives. In 2 States special acts were passed affecting bank records.

The committee intends to continue its activities, and hopes that in 1954 a survey of records destruction practices in the States will be completed and a directory of State Archives will be published in the *American Archivist*. The committee is also exploring the possibility of compiling a manual for the use of State archivists, with the idea that it may be of some assistance to archivists in other types of agencies.

In view of the success of the breakfast, another will probably be held in 1954 during the annual meeting of the Society at Williamsburg.

DAVID C. DUNIWAY, *Chairman*

REPORT OF THE EDITOR

During the past year there have appeared in the *American Archivist* 25 articles. Of these 8 were on problems common to archivists or manuscript custodians, 4 dealt with Federal agencies, 5 with State agencies, 2 with regional work, and 2 with local archives. Two biographical sketches of archival "elder statesmen," an article on microfilming in French departmental archives, and the annual bibliography of the Society's Committee on Archival Bibliography complete the roster of articles. Fifty-one book reviews were published, and 58 pages of news notes and reports.

The editor takes this opportunity to thank the contributors to the magazine and those who have helped him in the unpaid and time-consuming job of editing. He also urges that each individual member of the Society constitute himself a committee of one to solicit new memberships and new subscriptions not only within his institution but within his locality.

The Society is now operating financially at about the break-even point. The treasurer's report, *ante*, shows a net gain of $260.47 for the year. Were it not for receipts from advertising in the magazine, this net gain would be converted to a loss. Therefore the editor urges members to patronize our advertisers insofar as possible and, when writing to advertisers, to mention the *American Archivist*.

One further point: the editor would like to publish more articles dealing with State and local archival agencies. He cannot, however, publish nonexistent scripts. It is his hope that workers in such agencies will submit to him more articles in these fields that are of special interest to so many readers of the *American Archivist*.

KARL L. TREVER, *Editor*

The National Archives at Age 20[1]

By WAYNE C. GROVER

National Archives and Records Service

IN ANY discussion of anniversaries, it's usually well to establish a birth date. I shall depart from this custom, however, and adhere instead to the strict rules of the nonpartisan bureaucracy. You may date our twentieth birthday as you wish, either from the laying of the cornerstone of the National Archives Building or from the signing of the National Archives Act. President Herbert Hoover officiated at the former event on February 20, 1933; President Franklin D. Roosevelt at the latter on June 19, 1934. Whichever you choose, you have my warm support.

Perhaps the wiser course would be to look somewhat farther back into the impartial past — to Charles Thomson, the heavy-handed scribe and keeper of the records of the Continental Congress; or to an act signed on April 28, 1810, by James Madison. This act was passed after the presentation of an alarming report by a congressional committee appointed "to inquire into the state of the ancient public records and archives of the United States." The committee, under the chairmanship of Josiah Quincy of Massachusetts, resolved "That it is expedient to provide by law for the building of, at least, three additional fireproof rooms, within the building, west of the President's house, of sufficient dimensions to contain all the public papers and records of the departments of state, war, and navy."

Money was appropriated for this purpose; but, unfortunately, it seems to have occurred to no one that it might also be well to centralize the "ancient public records and archives" under a single responsible custodian. Before this was accomplished, there was a slight delay of 125 years — even longer if one counts certain ancient archives estrayed temporarily to a certain famous library. But one should be thankful that the delays were not fatal and that even famous libraries give way to the inevitable. A centralized National Archives was at last conceived and has now been achieved.

A more realistic approach to this question of birthdays might be to say that the National Archives was born somewhat amorphously in the years 1937, 1938, and 1939, when the big accessions began rolling in and big government began piling up its incredible mountains of paper. That, at any rate, is when practicing archivists began to see what kind of world they had actually been born into; and that is when they began to go berserk — frightened at birth, one might say, and not by a ghost but by a very real monster. It is almost inconceivable that the Federal Government, in the 22 years from 1930 to 1952, should have created more than seven times as many records as it did during its previous 155 years of history. Yet that, according to our best estimates, is what happened.

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[1] A paper read at a joint session of the American Historical Association and the Society of American Archivists at Chicago, December 29, 1953.

Sometimes I reflect with anguish and a degree of personal mortification on the circumstances that have led American archivists — at least Federal archivists — to become known and acclaimed for the expert way in which they dispose of records. It was certainly not always thus with archivists, and it is still not what I should regard as the essence of the archival profession.

Then, on the other hand, I read the latest statistics on the rate at which records are being created in the Federal Government and back I go — berserk. The simple fact is that, with all our efforts, we still have not solved the problem. For example, in the fiscal year 1953, for which we now have reports from all Government departments, some 4 million cubic feet of records were created and filed — in one year a volume four times the capacity of the National Archives Building. With what to some may seem an overzealous attachment to records disposal — orderly records disposal after careful appraisal — we succeeded in getting rid of nearly 3 million cubic feet of records created in previous years. The net gain was thus happily reduced to only one new Archives Building full each year.

It is not our intention as archivists to countenance the appraisal of records merely by the use of statistics. We must keep what is essential and valuable, not only for purposes of scholarly research (not even primarily for scholarly research, as J. Franklin Jameson and Waldo Gifford Leland pointed out years ago) but for the purposes of governance itself. But statistics, especially when they are translated into dollars, give us that broad frame of reference into which all worthy projects must fit — the framework of the possible, the practicable, in the world of things as they are.

In the Federal Government, about the highest figure I have heard mentioned as the portion of all the records created that must be kept is 30 percent. On the 4 million figure, 30 percent would be slightly more than one Archives Building full per year — although of course we may assume, I hope, an eventual reduction in this rate of records creation. The Archives Building cost something over $12 million when it was constructed in the early 1930's and would certainly cost two or three times that much today.

Let us then reduce the figure to 20 percent and assume that we are going to solve everything by the magic of microfilm. We have fairly exact statistics on the cost of microfilming. Twenty percent of 4 million cubic feet is 800,000; and that, at an average cost of $15 per cubic foot would come to an annual microfilming expenditure of $12 million. So far the largest annual sum we have been able to get for microfilming is $55,000, although we have not yet pressed the matter and can probably do better.

Ten percent, a figure I have used occasionally myself, would be less than one-half of a new Archives Building full each year, or $6 million annually in microfilming money. One percent would be a new Archives Building full every 25 years or an annual expenditure of $600,000 for microfilming. My guess is that the man in the street, even if he were standing in front of the Conrad Hilton Hotel and happened to be an historian, would say that perhaps 1 percent is not a bad figure — particularly, he would probably add, if you will please refrain from putting it on microfilm.

The reason we in the Federal Government have dwelt rather overloudly and overlong on this matter of disposal is very simple. It is not that we take any particular delight in throwing records away. This is only the more onerous side of the task of identifying and preserving the valuable records that should be preserved. But we must have the resources to accomplish this task in a sane and systematic way.

It has been my opinion that we are fortunate in having our interests as archivists and historians coincide with the interests of management and the taxpayer. In obtaining aid and encouragement — fiscal and otherwise — I have not hesitated to make this point to either the Budget Bureau, the Congress, or the newspapers. Neither did my predecessors, Dr. Connor and Dr. Buck, hesitate to make it; and I imagine they took no more real joy in facing up to the typewriter and carbon paper and stencils and photo-offsets than I do. The only difference is that I had the Hoover Commission to come along and look into the matter. The voice that issued there was loud and clear — and indeed, somewhat shrill. But it accomplished the purpose.

During the past 5 years we have been able, with the backing of Congress, to develop and provide a staff and a program for a national organization to deal with the records of the Federal Government comprehensively, from their creation to their final disposition. The National Archives is more than a unit of this organization; it is the very heart of it. But what we used to call the National Archives Establishment, thereby enabling ourselves to embrace the Federal Register Division and the Franklin D. Roosevelt Library, is now called the National Archives and Records Service, one of the four major components of the General Services Administration. In addition to the older units, we now have a Records Management Division in Washington and a field organization in each of 10 regions throughout the United States. We supervise 11 Federal Records Centers (one of which is in Washington) employing some 500 people. By the end of this fiscal year, these centers will be administering nearly 3 times the quantity of Federal records now in the Archives Building.

The records in these centers are available for scholarly research under the same conditions as those in the National Archives. I hesitate to make a lame pun, but the only condition that is missing is air-condition. Most of the records in the centers are retained, however, not because of their research value to scholars, but because they must be kept for varying periods of time to live out their legal, fiscal, or other temporary administrative usefulness. We no longer accept such records in the National Archives Building — records that may have to be kept for 5, 10, or even 20 years or more, but that do not appear to have lasting value as archives of the United States Government. Any that we did accept under the duress of emergency and war, we are moving out as rapidly as we can. As one result, the National Archives Building — full to the beams when I became Archivist — now has some space to accommodate additional accessions.

Should this sound encouraging, let me repeat that we have not yet solved all the problems thrust upon us by the revolution in office technology. We have not yet found ways to reduce the mass to reasonable proportions — to identify and segregate, in a practical and workable fashion, the essential and valuable records found in that range of 1 to 30 percent.

We have bought some more time, just as the empty National Archives Building back in the early thirties bought a little time. We have made some progress organizationally and technically; and we are gradually developing the staff, the opportunity, and the authority to cope with the underlying conditions and causes. During this trying period of our adjustment to the twentieth century, it is our hope that archivists and historians who prefer to focus their attention largely on earlier and more comfortable centuries will patiently bear with us.

The National Archives, as I have said, is at the center of the rather complex organization which I have the honor at present to supervise. The National Archives is not merely an organization; it is an institution. An institution develops slowly. It must be nurtured and even to a degree coddled, in its formative years. One could not expect that overnight it would achieve full stature and contribute at once its full message to the waiting world of scholars, although somehow many of us in the early days expected this miraculous result.

Yet, and I am now going to be shamefully boastful, I would be willing to match the progress made by the National Archives against that made in an equal length of time by any other institution, living or dead; and I would say further that in many respects the progress made by the National Archives in its relatively short life *is* miraculous.

Certainly J. Franklin Jameson, steering his way through departmental jealousies and ambitions, could never have expected that in a decade's time the vast majority of the Government's older, valuable records could be gathered from all over the world and deposited in the building he fathered. Yet this was done, in the decade 1937-47. We are now engaged in accessioning the last large body of old Federal records still outstanding in the Washington area — the eighteenth and nineteenth century records of the General Accounting Office that have been appraised as worth keeping. A year ago, with the kind collaboration of my colleague, the Librarian of Congress, we finally achieved our heart's desire and accessioned the records of the Continental Congress and the Constitutional Convention, including the most famous and prized of American documents, the Declaration of Independence and the Constitution.

This vast accessioning program was carried on simultaneously with a steady increase in reference service. I doubt if many archival institutions would have attempted to keep their doors open to the public under the circumstances that faced the National Archives during this wartime decade. But the doors did stay open, much to the credit of a decimated but fervent group of archivists who chose to stay on with the agency during the war years.

Perhaps it was in this period that the National Archives somehow absorbed into its institutional mores a dedicated feeling for service — to the public, to scholars, to the Government. I receive many letters telling me about this spirit that is found in the National Archives. I am exceedingly proud of it, and pleased to know that it continues unabated. It is of course our principal justification for existence, and possibly should be taken for granted. But it cannot be taken for granted. It is too much subjected to the buffetings of bureaucratic life to be taken for granted.

Recently, for example, we have felt it both just and necessary to discontinue altogether a certain amount of free research we were doing for persons who made genealogical inquiries of us by mail. We have also for many years set certain limitations on the amount of fact-gathering we should do for any type of inquiry by mail. Both congressional acts and common sense dictate such limitations.

It was, I am sure, never intended that the National Archives would provide extensive free research services for the public. Research is the scholar's job; ours is to see that he has the materials for research made available to him as speedily, economically, and helpfully as possible. We have never limited our search room, bibliographical, and reproduction services — in fact we have constantly extended them.

But it is easy under any limitations to damage the spirit of service. The difference is between a grudging service, negatively performed up to the bare limit; and a willing, even eager, service, unfortunately confined by budgetary and other policies within certain limits. There is a world of difference.

In the 10 years 1943 to 1953 the volume of our services to other Government agencies, scholars, and the public generally has more than doubled. I expect it to increase steadily, and proportionately more for scholars than for others. The reason is obvious. Students of American history are still not too much aware of the resources available to them in the National Archives. They cannot be, since we have not yet produced for them the biblographical information they must have. The National Archives staff performed a number of miracles during the war decade, but not this miracle.

The release from other pressures that has come since the establishment of Federal Records Centers and the Records Management Division has enabled the National Archives staff to make some progress in this direction, however. An increase in the staff itself, from a low of 215 positions in 1944 to 260 positions this fiscal year has of course also helped. Much of the additional staff has been absorbed by the increasing reference workload, but we have been able to devote considerable energy to our so-called finding aid program during the past 5 years. If luck is with us, we should complete the task of publishing inventories of all our holdings in another 5 or 6 years. In addition, special lists and guides should continue to be forthcoming with some regularity. As yet, of course, we have neither undertaken nor planned any calendaring projects, but we do not rule out this method of making certain that the most important of our holdings are more widely known and usable.

It has been possible also in these past few years to give some increased attention to essential repair and preservation work. We estimated in 1952 that approximately 8 million items in our custody were in critical need of repair — not a particularly large number, considering the conditions under which so many of them were kept before the establishment of the National Archives. It will be a long time before we have this work even reasonably well in hand, although we have increased the rate of repair several-fold over the low point during World War II.

Meanwhile, however, Congress has given us a special appropriation to convert the most valuable of our motion picture holdings from the unstable nitrate film base on which they were made to a permanent acetate base film. Some of the nitrate film was literally disintegrating before our eyes — an explosive problem in more ways than one.

Just now we are also engaged in a rather breath-taking attempt to bring some rational order into the arrangement of all our record groups and series in the National Archives Building. It involves the rearrangement of some 600,000 containers and approximately 400,000 bound volumes. It is being done in accordance with very carefully worked out plans and should largely resolve the many problems of arrangement left over from the decade of large-scale accessions I mentioned earlier.

Now, birthday anniversaries tend to make old men like me garrulous. I should like to go on and on, no end to it — the program that has been developed by the National Historical Publications Commission; our expanded microfilm publication program in the National Archives; our delightful stroke of luck in acquiring that distinguished editor and gentleman, Clarence Carter, who now honors us by issuing the *Territorial Papers of the United States* from under our roof, rather than the State Department's.

But I shall confine myself to two final matters. They concern archivists in general, rather than the National Archives specifically. Since archivists in general do concern historians, the latter have an indirect interest; but it is indirect and so I shall be brief.

The first matter is that during the past two decades we have developed in this country a very respectable body of published knowledge about archival problems. It is not put together in book form. Much of it is in the *American Archivist*. Some of it is in the staff information papers, bulletins, and the *Handbook of Procedures* published by the National Archives. If in these later years we are beginning to pick up momentum over our earlier days, it is because we are building on hard-won knowledge that had to come out of our own American experience. The literature of older countries on the subject was helpful but not wholly applicable. Ideas and techniques threshed out slowly and even at times somewhat painfully in the first 15 years have been of much help in the past 5, I assure you. A few more years and some of our knowledge will begin to crystallize in the handier form of printed books.

The second matter is training. Most American archivists, given an academic grounding in history and political science, have secured their professional training by a process of osmosis. I am not saying that this is a bad process. It could be argued it is the best. But a certain amount of formally organized training seems desirable, if only to speed the process and make certain that minimum standards are maintained.

Such training, to the great good fortune of the archival profession in this country, has been supplied to a most helpful extent by Dr. Ernst Posner of American University, working jointly with the Maryland Hall of Records and the National Archives. It would be difficult to overestimate the influence of Ernst Posner, his classes and institutes, in spreading the gospel of good archival administration throughout this broad land. The only difficulty is that we find it impracticable to insist that all our new employees take his courses.

Also, of course, it is not exactly the function of a university to conduct inservice training for the National Archives. To make sure that all of our new recruits meet the minimum standards we desire, we have this year instituted a formal inservice training program in archival administration as we practice it at the National Archives. New recruits will take the course during their probationary period and either pass upward to a promotion or pass out. This should be quite an effective incentive to study and learning.

There is an obvious danger, however, in too much emphasis on technical literature and technical training. For one thing, overemphasis might tend to build up a closed craft of skilled technicians who would think more about keeping interlopers out than getting good people in. I shall refrain from citing examples among other professions; but if I find this kind of spirit developing, I shall certainly advocate an immediate return to osmosis.

The archivist deals with the recorded past. It is not sufficient that he consider himself a technician maneuvering empty vessels on a shelf, no matter how dextrous his technique, how valuable and sound his principles of arrangement. The vessels are full. An archivist who doesn't have some inkling of the significance of their contents is, in my book, not worth his salt. In the National Archives, the best foundation on which to stand in order to acquire such an inkling is still the study of American history and government.

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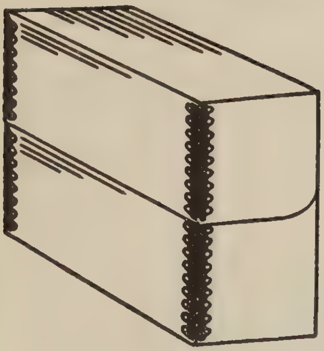

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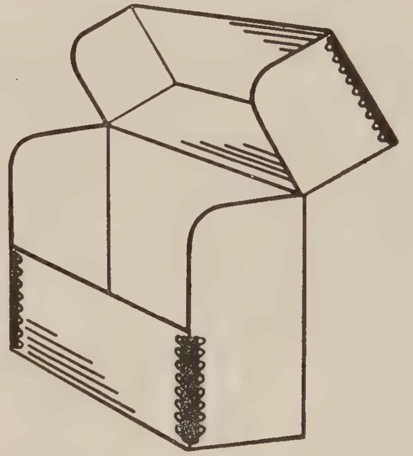

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The Carolina Charter Case

By CHRISTOPHER CRITTENDEN

North Carolina Department of Archives and History

IN 1948 the North Carolina Department of Archives and History purchased from a British dealer the charter of Carolina, 1663, granted by Charles II to eight Lords Proprietors. It was thought appropriate to display this document in the Hall of History (the State historical museum), and for this purpose an appropriation was made by the General Assembly.

The problems faced were similar to those involving the display of the Declaration of Independence and the Constitution of the United States. It was necessary to install the document so that it could be clearly seen, but at the same time to protect it against fire, excessive moisture and light, and of course theft.

In order to meet these various needs, after a great deal of thought and planning, a case was designed, manufactured, purchased, and placed in the Hall of History. The case is a standard two-door vault made by Diebold, Inc., which provides for 4 hours' fire protection. The interior is designed so that the pages of the document are placed between vertical panels of shatterproof glass. Each pair of panels encloses one of the four sheets of the charter and when pulled swings outward on a roller-bearing device which automatically swings it back into place when released. The front panel contains not a page of the charter but a protective light filter. This panel also operates the interior light switch so that there is no light in the case unless the document is actually being viewed.

When the museum is not open to the public, the heavy front doors of the case are kept closed and locked and the electric plug is disconnected.

[*Editor's note*: This case seems to be such a practical and useful device for the display of especially valuable documents, that we are printing the following pictures of it, in the belief that other institutions may wish to study them when selecting display cases for such a purpose.]

Pacific Telephone's Records Management Program[1]

By W. H. TOPHAM

The Pacific Telephone and Telegraph Company

I CONSIDER it an honor to have been invited to tell your Society about Pacific Telephone's records management program. Taking part in such a program has been wonderful experience and I hope learning about it will prove interesting to you. Before starting the records story, may I give you a little background information. The Pacific Telephone and Telegraph Co. was incorporated in California on December 31, 1906. Its predecessors date back to 1878 so that the year 1953 marks its seventy-fifth year of existence.

Pacific Telephone has grown phenomenally in its relatively short life and today is one of the largest corporations on the Pacific coast. It has almost 1¾ billions of dollars invested in telephone plant, serves almost 5 million telephones, and collects approximately 600 million dollars in revenue annually. Its net after payment of operating expenses, taxes, interest, and dividends is a very small percent of this figure, but from many angles Pacific Telephone is indeed "big business." It is big because it has had tremendous demands for communications; and, with the great migration westward continuing, the company will no doubt be even bigger.

In spite of the overall size of Pacific Telephone, we really are a nickel and dime business. We sell *service* and the great bulk of our business is made up of the plain ordinary telephone call, the average price of which has been computed at between seven and eight cents. Although each call does not require a separate ticket — there are many ways of keeping track of calls placed — any business that sells a commodity costing an average of seven or eight cents and ends the year with a gross income of over half a billion dollars is bound to have quite an accumulation of records. The records required to have service installed, render the service, and bill for it are only small parts of what we call "operating records." You will understand our record volume better if you will visualize the Federal Communications Commission's list of telephone companies' records, which contains 518 different *kinds* of records. The telephone business has been called the most complex in the world. This background of our record requirements would seem to confirm that statement.

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[1] Paper read at the annual meeting of the Society of American Archivists at Detroit, Michigan, September 15, 1953.

With this fairly general background of our situation, I shall cover the various aspects of our records job in more detail. These are (1) management of the company archives, (2) management of inactive records, and (3) emergency protection of vital records.

Management of Company Archives

Webster defines archives as a place for keeping public records or the public records themselves. After what I saw and heard yesterday I have decided there are many interpretations of the term archives; so I shall tell you what we consider archives in Pacific Telephone.

Originally our archives were principally documents executed by the president. With the growth of the business and the necessity of delegating approval authority down the line, some other criterion had to be set up. Through experience and what we hope has been good judgment, we have now adopted the policy of filing in the archives, first, any agreement executed by an officer of the company or any attested by the secretary or one of the assistant secretaries, regardless of who executes it. This serves to centralize the more important contracts and agreements in the archives and to leave the operating service contracts and similar records in the field, where they are needed for the day-to-day job.

One of the oldest active documents in the archives is an agreement executed in 1880 between the National Bell Telephone Co. and the Pacific Bell Telephone Co. establishing the relationship between the two companies; this is now known as the "license contract." Another oldtimer is one between Pacific Telephone and a Mr. ——, which we keep on hand to show visitors. It is authentic though not typical of the kind of documents we retain in the archives. It reads as follows:

> By mutual consent between Mr. ——, of the first part, and The Pacific Telephone & Telegraph Company, of the second part, have mutually agreed to make an even exchange whereby we turn over to Mr. —— of the first part, our black mule named "Jack" which belonged to The Pacific Telephone & Telegraph Company for a number of years, for and in consideration of a bay horse, weighing about 1350#, in good, sound, healthy condition. This makes the Telephone & Telegraph Company a span of horses, and Mr. —— a span of mules.

I hope no one will get the impression from this, however, that we are still in the horse and buggy days in our archives and records management work.

Next we have corporate records, which include articles of incorporation, bylaws, and similar papers. Then there is a fairly large section of the archives devoted to regulatory commission matters. Pacific Telephone, as a regulated utility, has *quite* an accumulation of applications and reports to, and authorizations, orders, and the like from, the Federal Communications Commission, the Securities and Exchange Commission, and other Federal agencies, as well as the commissions of the five States in which we operate. All such records are retained permanently or for long periods.

Then there are ordinances, which include franchises, licenses, and permits. These represent the company's right to do business in the various States, counties, and municipalities in which we operate. Also filed in the archives are deeds, bills of sale, and other evidences of the company's ownership of real and personal property, and leases of equipment and property. Then there are the documents incident to the various issues of the company's stock and debentures. Next come records concerning taxes. While, fortunately, the volume of tax records is not in direct proportion to the amount of the taxes collected and paid over to the Government, it is important that copies of the basic schedules and rulings be preserved in the archives for reference.

Mergers of companies, too, involve many records — and headaches — for the archivist. In addition to the filing of all of the corporate, legal, and regulatory papers, decisions must be made as to just how many of the merged company's records must be kept and how to sandwich these in with the other archives.

Although the foregoing is not by any means a complete list of *all* the documents found in the archives, it gives a general idea of the kinds of records we keep there.

To turn now to our archives procedures. In the first place, in connection with the different kinds of documents, we have certain fundamental requirements that the archives personnel must be sure have been fulfilled when a document is received for filing. They must make sure that the document has been properly dated, signed, sealed, notarized, and approved as to form by the attorney; that related documents are attached; that documentary stamps have been affixed; that the document has been recorded. These requirements do not apply to all documents, of course, but their application is set forth in written archives procedural statements.

The archives is also required to furnish the auditor a copy of each document involving payment by or to the company, in order that he will be in a position to know that proper payments are being made. This procedure might be left in the hands of the department preparing and executing the document, but we think it is better to have this action originate in the archives, where it may be readily determined that an exact copy of the document, as finally executed, is sent to the auditor. This plan has the additional advantage that the archives has access to photostat, Ozalid, Bruning, and other reproducing facilities that are not so readily available to the outlying offices, where many of these documents originate.

After all these preliminary steps, the document is entered in an archives document register, which gives us a chronological record of documents received. An index card is also prepared for the document; such cards are filed by subject, with the usual cross-referencing if more than one subject is covered. An abeyance system is set up so that documents having a definite term of life may be examined and the necessary action taken prior to their expiration. For example, in the case of contracts, agreements, and leases, the archives notifies the proper department 3 months in advance of the date of expiration or in advance of the date when notice of intention to renew must be given; for franchises, the term is 1 year in advance of the date of expiration.

I suppose every archives has a charge-out procedure for recording documents that are removed from the files, and of course we do too. Ours may be different in one respect, in that we charge out a large percentage of our documents before they are ever placed in the archives. This may seem somewhat strange, but the answer is simple, being merely a byproduct of the control exercised over documents when they are being processed. In operation it works like this. Most of the documents that eventually reach the archives are attested by the secretary or one of the assistant secretaries. When a document passes through any of these offices for signature and is to be returned to the sender for further action, a charge-out slip is made and forwarded to the archives supervisor, who places it in an abeyance file for future follow-up in case the document does not appear within a reasonable time. We normally have some 105,000 documents on file in the archives; and, as departmental reference is very extensive, it is to our advantage to get documents into the archives as soon as we possibly can.

On the other hand, we do not want to keep documents in expensive file cabinets in high-priced office space any longer than is necessary. Accordingly, we earmark those with a definite term of life, for destruction or removal to a less expensive type of filing equipment and space if, after they become inactive, further retention is required by law, by regulatory order, or for company purposes.

It is apparent that our archives is far from a static operation, but rather a hustling busy establishment working to keep ahead of the flood of records in an organized, businesslike manner.

In summary, the archives of Pacific Telephone might be described briefly as a repository for those records which establish the company's corporate entity, what it is required by law and regulation to do, its rights, responsibilities and obligations, what it owns and leases, and the like. The archives serves as a final checking point to ensure that documents being filed are complete, and it reminds the operating departments in advance of their obligation to renew expiring agreements. Some of our activities might be considered extracurricular by those who believe that the main purpose of an archives should be to maintain the important records in good condition and furnish information from them upon request. We like to consider our archives work in the broader sense, and we feel that we have an obligation to render service in every way we can.

MANAGEMENT OF INACTIVE RECORDS

The second part of Pacific Telephone's records job is the handling of inactive records, which, as previously noted, accumulate in tremendous quantities. In this project the objectives are to plan intelligently at the time records are created, for their disposition, to destroy the records when they are no longer useful to the business or when their retention is not required by law, and to store as economically as possible records that must be retained.

Advance planning for disposition of records is not difficult, provided you set up the machinery for doing it. In Pacific Telephone we lean pretty heavily on the various departments' "methods people," as we call them (I think "systems people" is another term commonly used), to classify each new form introduced into the business in accordance with regulations of the Federal Communications Commission — the F. C. C. — that govern the preservation and destruction of the records of communication companies.

When a new form is being considered, we ask the department initiating it to recommend an overall retention period based on the F. C. C.'s classification, as well as other Federal regulations, statutes of limitations, the value of the record to the business, the availability of the same information in other records, and so forth. We ask the department to do one other thing which seems like a little thing but which is really the crux of the whole records program as it operates in Pacific Telephone, and that is to determine how long the record should be kept in the department's active files for ready reference. This is why we want the help of the "methods" or "systems people." They know from experience how long the various types of records remain active and when reference to them begins to taper off.

After the classification and the active and total retention periods have been decided upon, and the form has been approved for use, it is entered in a records retention list, a copy of which is placed in the hands of each person in the company who is authorized by the secretary to destroy company records. Such authorizations are continuing in nature for any record included in the list, so that each custodian may destroy records as soon as the overall retention period has expired and report such destruction to the secretary's office.

We have now disposed of getting the new records into the business and destroying those of no further use to the business and those for which there is no legal nor regulatory requirement. But what does the custodian do with those large accumulations of papers between the time his department's reference to them has gradually dwindled down to almost nothing and the time when he can actually destroy them?

Pacific Telephone's answer to this question is records centers. We do not claim to have originated the records center idea. I've heard it said that he is most original who borrows from the most sources, and on that basis we are very original indeed. I think the first time we ever heard the term records center was when Emmett Leahy, then with the National Records Management Council and now the head of Leahy and Associates, gave a talk before the San Francisco chapter of the American Society of Corporate Secretaries on the subject of records. A few of the things he said struck a responsive chord and we decided to investigate further. Later we visited people all over the country who had established centers, talked with them, and borrowed their ideas and their enthusiasm. The more we looked and talked, the surer we became that the records center plan was our answer.

Now just what is there to get enthusiastic about in the records center plan of operation? Well, first there is the item of cost. When the Hoover report said that whenever you transferred the contents of a file cabinet to a records center you would save $26.85 annually in equipment and space costs, we were skeptical but interested. We made an independent study based on our own costs and our figure was $28.83! This sounded awfully good, but many of our inactive files were not in file cabinets. In order to be realistic we broke the savings down into their component parts, which gave us an answer something like this:

Cost of equipment, 10 to 1 in favor of records center
Amount of space needed, 2½ to 1 in favor of records center
Cost of equivalent space, 1¾ to 1 in favor of records center

These figures indicated that under almost any circumstances the records center plan would save us money. What other advantages were there? Primarily, it gave us a *system* for preserving inactive records. Under our old plan, each department was on its own; and, as might be imagined, almost every conceivable situation was found.

Naturally, in a company as large as Pacific Telephone, with over 80,000 employees, there are many different types of individuals and personalities. There is the one who likes everything to look pretty, regardless of cost. He has long rows of file cabinets housing his inactive records, and he orders new ones as required. Then there are various other types, ranging all the way down to the person who removes his inactive records from the files but who, having no better place for them, puts them in a storeroom or warehouse to accumulate until something has to be done with them. He is like the housewife who sweeps the dirt under the rug, hoping that no one will notice it and that she can forget about it. But even for such a housewife the time will come when a real housecleaning is required. Speaking of dirt, everyone who has ever seen a typical basement storeroom will agree that records stored in such a place are usually in poor condition at best, and that after they have been referred to a few times they do not present a pretty picture. Furthermore, records in a basement are a real fire hazard and might serve as wonderful kindling to burn up an entire building.

We did not blame people for the situation as we found it; we felt that the lack of a definite system for handling inactive records was the main contributing factor. Regardless of the reason, the fact remained that records were crowding us out of house and home. It was high time, therefore, that a system be set up which concentrated the records problem under a few specialists, or as the Hoover report phrased it, provided "a single, central source to sponsor improvements and economies in records management." There is nothing unique in our system. It is simple and effective in that it establishes a path for every form in the business through the active files to destruction or further retention at a records center. It tells the custodian when to remove the form from his file and what to do with it. Any document that is sent to a records center may be referred to at any time, but each nonpermanent record is disposed of by records center personnel upon the expiration of the specified retention period.

In getting a program started, the first things needed, aside from the enthusiasm of higher management — which is most important, — are of course a building, shelving, and standard cartons to fit the various company forms. In Pacific Telephone we have four records centers, each operating independently. Three of them are in buildings which formerly housed manual central offices but which could not be used for dial equipment. There is usually no ready market for such buildings because of their construction and location, but they do make ideal records centers. The fourth center was constructed especially for the purpose and leased to the company. There is no appreciable difference in the carrying charges between the owned and leased buildings. Standard steel shelving was decided upon after considerable investigation and study, and certain subsequent developments have indicated that the higher initial cost of steel is justified. Six different sizes of inexpensive cardboard cartons were standardized, and one additional size is now being added. These range from "draft" size to what we call the universal size of 15 x 12 x 10 inches, which will accommodate about 1 cubic foot of either letter or legal-size documents.

After the mechanics are all set up and the program announced, you might expect that records would literally "beat a path to your door." Our experience was that, at the start at least, considerable selling and educational work was needed; and I think that would generally be the case as people usually want to be shown how good something is before they will try it. There are many different kinds of stimulative devices that can be used, but I shall not go into detail here. A copy of our brochure on records management will be sent to any interested reader. Incidentally, the brochure itself is being used as a stimulative device.

In looking back over the last 4 years and recounting what has been accomplished in Pacific Telephone, it gives us a certain amount of satisfaction to report that we have 40,000 cubic feet of records stored at two locations, that probably twice that volume of useless records has been destroyed as a result of inventories and appraisals carried on so far, and that two other centers are getting under way.

In one unusually large records management project we were able to make 9,000 square feet of space available for other use and to reclaim $35,000 worth of shelving that was badly needed elsewhere. These are worthwhile contributions to the business and serve as one measurement of the value of the project. What cannot be measured is the amount of satisfaction it gives us to have established a program for the management of records that is a credit to the company and at the same time is of great help to many of our fellow employees in their day-to-day jobs.

EMERGENCY PROTECTION OF VITAL RECORDS

The third records project in Pacific Telephone that I shall touch on is the extra protection that we give vital company records against possible disaster in peace or war. These are the corporate records that are necessary for the company to continue in business, records the destruction of which would involve large financial loss, shareholder and employee records, and other records considered by the departments to be irreplaceable or very difficult to reconstitute. In interdepartmental reviews that were conducted, it was determined that there were 77 different types of records in the vital category.

After selecting the records to be given protection, the first decision to be made was where to store them so that they would be safe. In each of our operating areas, in collaboration with our "defense people," a building remote from the critical target area was selected and equipped for the safe storage of records. The center in our headquarters area is designated as the Central Emergency Facility. It was then necessary to decide what type of copy should be stored, and our reasoning followed a pattern something like this. If the original record was not needed in the day-to-day job, the record itself could be sent to safe storage. (This hardly ever happens.) If this was not practicable, we then considered whether there were copies of the record available or whether an extra copy could be readily produced in the day-to-day job. If neither of these methods was feasible, we resorted to microfilm, either alone or in combination with some other method. As an example, our shareholders' ledgers, of which there is only one set, are microfilmed as of a certain date and the film is sent to safe storage. Then, each day an extra copy of the transfers for that day is made when the original is prepared, and the copy is sent to storage and associated with the microfilm. This process is continued for 2 years, when the ledgers are again microfilmed and a new cycle begins. After receipt of the new microfilm, the old film and transfer sheets are destroyed.

There may be some question as to why we prefer other methods to microfilming. One answer is cost and the other is that because of the size of the images microfilm is not usable in its natural form. This means that the images must be blown up on a viewer and copied by hand — too slow a process when dealing with the large volume of records we would have to reproduce in an emergency — or that photographic enlargements on sensitized paper must be made.

We have set up our project with as much flexibility as possible, in that each of the outlying centers has a positive copy of all the microfilm of its area's records and several viewers for immediate reference to certain of the more critical records. The negative of the microfilm of all areas is stored at the Central Emergency Facility. At this location we have set up a complete photographic processing plant capable of making paper prints from microfilm, together with supplies of the necessary photographic paper and chemicals.

In setting up the program we considered the possibility of using commercial processors to make these prints, but we decided that in any major catastrophe many of these plants might be wiped out and those remaining would probably be snowed under with high priority reproduction work for the Government and other essential industries. Accordingly we felt that it would be wiser to make ourselves completely independent.

To be sure, setting up our own shop presented certain major problems. First was the matter of personnel. The Central Emergency Facility is located 130 miles from headquarters, and it is necessary to have personnel in that vicinity available to carry on in case the people regularly assigned to the project should become incapacitated or should be unable to reach the center following a catastrophe. After these people were selected it was necessary to train them. This was done by having them produce, from microfilm which had previously been made, several thousand prints of records that were required for special studies. These test runs not only served to train the additional people but uncovered the need for some revisions in procedure, for certain minor changes and adjustments in equipment, and for some additional equipment. The other major problem was to find some way of using up the rather large supply of sensitized paper and chemicals before they deteriorated, since ordinarily their effective life is only a year or a little longer. This was solved by taking over just enough of the work normally performed for the company by outside commercial processors to use up these materials before it would become necessary to throw them away. Production of these prints insures a continually fresh supply of paper and chemicals and furnishes an additional opportunity to keep the emergency personnel trained in the operation of equipment. Under this plan good usable prints are being produced on schedule and at reasonable cost.

We consider our program for the emergency protection of vital records a form of insurance. With respect to a great many company records, it is good business to take a calculated risk; other records must be protected against any eventuality even though such protection, like insurance, is an expense to the company. All considerations have been carefully weighed, and the program decided upon seems to strike the proper balance between adequate protection of vital records and a minimum out-of-pocket expense.

In covering the three phases of our records program, I have emphasized certain features of each activity and I think a fair summation would be: archives — service; inactive records — economy, efficiency, and service; and the emergency program — insurance. On second thought, however, there seems to be something lacking in this appraisal. For the inactive records project the term "opportunity" should be added. We have come a long way in Pacific Telephone during the last 4 years and can look back on many worthwhile accomplishments. In considering all of the things still to be done, however, we feel that we have barely scratched the surface and that we have unlimited opportunities to refine, expand, and round out the program.

You may have gathered from what I have said that Pacific Telephone is "sold" on records management. I think that is a slight understatement and that the word "enthusiastic" should be substituted. We are enthusiastic about it and we think a program patterned to fit individual needs has much to offer any organization with a records problem. Have we any regrets about having gone into such a program? Well, only one small one — that we didn't get started a lot sooner so that we would have been enjoying the benefits of records management just so much longer.

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RECORDS MANAGEMENT

The Archives of the Historical Division, USAF

By MARGUERITE K. KENNEDY

Archives Branch, Historical Division
Research Studies Institute, Air University
United States Air Force

AMONG the component units of the Air University at Maxwell Air Force Base, Ala., is the Research Studies Institute, headed by Col. Wilfred J. Paul.[1] One of the components of the institute is the USAF Historical Division, directed by Dr. Albert F. Simpson,[2] consisting of the Archives Branch, of which this writer is Chief, and the Research Studies Branch. Perhaps a more accurate name for the Archives would have been the Record Depository, but Archives it was christened and Archives it will remain.

On December 7, 1941, when the United States was drawn into World War II, the Army Air Forces should have had a considerable volume of archival — or record — material available. An Army Regulation of 1929 required that regiments and lower-echelon units submit "journals" once a year and "reports of actions against enemy," the latter to be accompanied by appropriate supporting documents.[3] Unfortunately, this regulation seems to have been tacitly ignored. When, in September 1947, the Air Force became an independent arm of the services and the Army turned over to the Air Force the documents that had been collected under the provisions of AR 345-105, they consisted chiefly of activation and inactivation orders, with a few redesignations of units, filling only eight four-drawer filing cabinets. Meager though they are, these records have proved to be very valuable. There would, of course, have been no "after enemy action reports" between November 1929 and December 1941; but the "journals," had they been prepared, submitted, and preserved, would be invaluable to historians today.

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[1] Col. Paul, who attended the University of Montana, is a command pilot of long standing; he is also a balloonist, having won the national balloon race in 1932. His first connection with the AAF historical program came in February 1945.

[2] Dr. Simpson is a graduate of Davidson College, with a doctoral degree in history from Vanderbilt University. After serving as an instructor in the Preflight School at Maxwell Field, he served in the Mediterranean Theater as historian of the Theater Air Force Service Command; in the summer of 1946 he became Air Force Historian, and he now holds that title as well as the one of Chief of the Historical Division.

[3] AR 345-105, Nov. 18, 1929.

The genesis of the Army Air Force historical program — and consequently of our Archives — can be found in a letter written in the spring of 1942 by President Roosevelt to the Director of the Budget, requesting that each Federal agency involved in war activities maintain an administrative history of those activities. In June of the same year Gen. Millard F. Harmon, then Chief of the Air Staff, assigned responsibility for the Army Air Forces historical program to the Intelligence Division of the Air Staff and called for an operational as well as an administrative history.[4] Less than a month later, one of the youngest of the Army Air Forces generals expressed his concept of the proper Army Air Forces history in these words: "It is important that our history be recorded while it is hot and that personnel be selected and an agency set up for a clear historian's job without axe to grind or defense to prepare." [5] Lt. Gen. Laurence S. Kuter, the writer of these words, then a brigadier general and Deputy Chief of the Air Staff, is now Commander of the Air University. From its inception, the Historical Division has held to General Kuter's statement as a guiding principle.

The man selected to direct the Army Air Forces historical program was Dr. Clanton W. Williams. He brought to the task of organizing and directing the Army Air Forces Historical Division incisive energy and indomitable perseverence, both of which — as it turned out — were to be sorely needed. The difficulties that confronted him were manifold, and some were almost insuperable. Through no fault of his own, he had arrived on the scene late. The professionally trained historians that he needed were not to be had. Many were already assigned to the Navy, to the Army Ground or Service Forces, or to components of the Army Air Forces such as the Training Command. None of these organizations displayed any willingness to provide personnel for the AAF Historical Office. Then a personnel freeze imposed on AAF Headquarters in March 1943 made it impossible to fill positions provided for in the table of organization that had finally been approved on February 28.

Another difficulty was the fact that the Historical Division, exercising authority in the name of the Commanding General, AAF, had no control over historical officers overseas; their chain of command led through the theater commander directly to the Chief of Staff. Theoretically, at least — and that meant practically, — Headquarters AAF had no authority over them. Not until November 1943 did the Historical Division achieve any control of overseas reporting. At that time an Adjutant General's letter "authorized the dispatch of twenty-nine professionally trained historical officers to certain specified Air Forces — but only on a temporary basis." [6] The ominous threat in the word "temporary" could be disregarded, because it meant "as long as necessary"; but the Historical Division's troubles were by no means over.

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[4] Franklin D. Roosevelt to Harold D. Smith, Director of the Budget, Mar. 4, 1942; memo for AC/AS, A-2, by Maj. Gen. M. F. Harmon, C/AS, June 25, 1942.

[5] R&R, Brig. Gen. L. S. Kuter, AFDAS (Deputy Chief of Air Staff) to AFMOP (Directorate of Organization Planning), July 19, 1942.

Some of the officers sent overseas reported to commanding generals who had already chosen their own historical officers and who did not care to have their men supplanted by appointees from Washington. In most such embarrassing situations it fortunately proved possible to make satisfactory reassignments. Other historical officers found themselves under the command of generals who, as they might themselves have put it, were too busy making history to be bothered with writing it. For the most part, however, and increasingly as the war went on, the historical officers received good cooperation. In many instances they were admitted to staff meetings; correspondence and other materials were made available to them; and they were given every facility to do their job. Admittedly the coverage of the first 2 years of the war is inadequate; there were few historians in the field before the beginning of 1944. But once the program got under way conscientious efforts were made to write, from the available sources, the history that had already been made. There are gaps in the records, to be sure; but when one considers the circumstances under which the material was gathered and written down and then transmitted to the Historical Division, the most surprising thing about the archives is that the gaps are so few.

Our collection is housed in some 1,500 filing cabinets of 4 or 5 drawers and occupies 3 bays of a fireproof building, formerly a warehouse. Four rooms in 1 bay, providing office space for the staff, are air-conditioned, and an air-conditioned reading room has recently been provided for the convenience of our patrons. The filing space, however, is uncomfortably cold during 3 or 4 months of the year and unbearably hot during most of the other months.

About a third of the archival collection consists of lower-echelon

[6] AF 320.21, Nov. 15, 1943; draft "History of the AAF Historical Program," p. 20, in AFHD files.

histories, together with supporting documents — general and special orders, mission reports, and the like. The rest of the collection consists of Command and Air Force histories, with their supporting documents, and of some items that are supporting documents only in a technical sense. These last include the voluminous reports of the United States Strategic Bombing Survey, the Post-War Intelligence Requirements series, and some translations of captured German and Japanese documents. We have almost nothing in the way of reference material. Even during the war, when the Division was located at Gravelly Point, Va., some distance from any library, our historians had to get along with a dictionary, a set of the *Encyclopedia Americana,* and a few volumes of the *Congressional Record,* the last the gift of a Member of Congress. The Air University Library at Maxwell Field has a reasonably adequate reference collection; but its distance from the Archives — six or eight blocks — makes travel back and forth inconvenient, particularly in Alabama summer heat. There is a plan to provide a new building in which the Library and the Historical Division with its Archives Branch will be brought under one roof.

Such an archives as at present exists was certainly not part of the original program. There is no evidence that either General Harmon or General Kuter envisaged an archives as a necessary adjunct to the Army Air Forces Historical Division. And the Adjutant General, Maj. Gen. James A. Ulio, in a letter bestowing the War Department's blessing on historical programs for the Army Air, Ground, and Service Forces definitely discouraged the establishment of archives in connection with these programs. General Ulio wrote: "Historical officers will have access to War Department files, but documents will not be removed from the control of their proper custodian." [7] The members of the Historical Division, however, realized from the beginning that an archives was essential to the writing of the history of the Army Air Forces. Reports from the field — the raw material of history — had to be brought together in one place where they could be studied, analyzed, and evaluated by those who would eventually write the history. The first table of organization drawn up for the Historical Division, dated September 1, 1942, provided for an "Archivist-Librarian" whose duties would be to maintain the library of historical source materials, develop the means for preserving and safeguarding all documents, assist the historical sections in the discovery of

[7] Letter, Maj. Gen. J. A. Ulio, TAG, to Commanding Generals, AGF, AAF, and ASF, July 15, 1942. Field historians solved this problem by finding carbon copies or making true copies of the documents they needed.

new information, catalog all material to make it readily accessible, and develop methods of classification of materials.[8]

The growth of the Archives was at first very slow. In February 1943 an inquirer received this vague, if not evasive, answer to a question about the Archives: "The *Archives* has not yet been set up as a large depository, but such materials as are being assembled are being classified, catalogued, etc." [9] During the first year of full operation — that is, through the summer of 1944 — the average intake of the Archives was about 20 linear feet per week. Lt. Col. Bayrd Still, who, throughout much of the wartime period, was Chief of the Sources and Editorial Branch — of which the Archives Section was a part — explained the procedure followed in these words:

> The basic concern in establishing procedures for processing and arranging the records was the desire to make them readily accessible for historical research. The primary aim was to make certain that shipments of documents were received intact from field agencies; to acquaint prospective users with the arrival of new material; and to apply such filing designations to the documents as would insure speedy availability and return to file. More elaborate procedures of accessioning, cataloguing, and cross-referencing the material certainly would have improved the usability of the collection; but the shortage of archival personnel from the inception of the program made this impossible.[10]

In September 1943 Dr. Fulmer Mood of the University of California joined the Historical Division as Chief of the Archives Section. Soon after his arrival Dr. Mood devised a system of classification that still bears his name and is still used for material from lower-echelon units — that is, wings, groups, squadrons, battalions, companies, and detachments. The Mood system is based upon the sound archival principle of provenance. For purposes of arrangement, each document is labeled with a symbol representing the unit by which the document was submitted. This symbol is an abbreviation representing the type of unit (such as "WG" for wing, "GP" for group, "SQ" for squadron, and "DET" for detachment), followed by the numerical designation of the unit. If the unit is of such a type that several may bear the same number (as is the case with squadrons, for example), an additional differentiating abbreviation is used. Thus the symbol for the 74th Fighter Squadron is "SQ-FI-74."

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[8] Draft of proposed organizational chart for Historical Division, A-2, Sept. 1, 1942, in AFHD files.

[9] Memo for Chief, Historical Section, Army War College, by Col. Edgar P. Sorenson, AC/AS, A-2, Feb. 26, 1943.

[10] Archives, Manual of Procedures, 1946 ed., p. 11.

If the document in question is a history or an installment of a history, the symbol "HI" is added to the unit symbol; if it is a supporting document, the symbol "SU" is used instead. The assumption was, of course, that practically all material coming into the Archives would properly fall into one or the other of these two categories. If the document is a monthly installment of a history, the month and year are added below the unit symbol; if two or more monthly installments are bound together, the period covered is indicated. In the case of a single supporting document there is added after the "SU" a symbol indicating the nature of the document (such as "CO" for correspondence, "OP" for operation reports, "RO" for rosters, "RE-D" for daily reports, and "ME" for memoranda). Difficulty was encountered, however, when several supporting documents of various kinds arrived at the Archives bound together. Had there been abundant time and sufficient personnel, such collections of documents could have been separated and rebound so that there would be but one kind in each group; but neither time nor personnel was to be had. The only thing that could be done was to lump all such documents together under the general symbol "SU."

Another difficulty in classification arose when squadron histories arrived bound together with the history of the group of which the originating squadrons were components. In such cases the whole document was classified under the "GP" symbol. Failure to find a particular squadron history among the squadron histories therefore does not necessarily mean that it is not in the Archives. It is a simple matter to look up the history of the group to which the squadron belonged; almost always the squadron history will be found there. As rapidly as we can, however, we are separating such squadron histories from the group histories and filing them properly.

Perhaps the greatest defect of the Mood system is that it brought into physical juxtaposition such diverse organizations as, for example, the Atlantic Division of the Air Transport Command, the First Bombardment Division of the Eighth Air Force, and the Materiel Division of Headquarters Army Air Forces, or the Eastern Flying Training Command and the Fifth Bomber Command. Conversely, the Mood system separated the Army Air Forces Combat Command from its predecessor, the General Headquarters Air Force; and the XX Bomber Command from the Twentieth Air Force.

Soon after the end of the war it was decided that the material from units above wing level should be reclassified. The system adopted is a decimal system similar to, but necessarily less uniform than, the Library of Congress or the Dewey Decimal classifications. The documents that constitute one category in the Archives decimal system may differ considerably from the documents that make up another category; an arrangement which serves best for documents relating to the Mediterranean Theater of Operations may need considerable modification to adapt it to documents concerning the Pacific or Asiatic Theaters or even the European Theater. An organization that was large and important in one air force and hence would need a block of numbers for adequate classification might require only one number or none in another air force. Some air forces had troop carrier units; some did not.

The categories in the decimal classification system are: 100 to 199 — Army Air Forces Headquarters and other War Department and other Government agencies in Washington and elsewhere; 200 to 299 — Zone of Interior commands and organizations of Army Air Forces and the United States Air Force; 300 to 399 — major global services of the Army Air Forces and the United States Air Force; 400 to 499 — Western Hemisphere Theater of Operations combat or combat training commands; 500 to 599 — European Theater of Operations (including, besides air components, European Theater of Operations United States Army and Supreme Headquarters Allied Expeditionary Forces); 600 to 699 — Mediterranean Theater of Operations (including, besides United States air components, Mediterranean Allied Air Forces, Mediterranean Allied Strategic Air Forces, Mediterranean Allied Tactical Air Forces, and Mediterranean Allied Coastal Air Forces); 700 to 799 — Pacific Theater of Operations (including, besides air components, Southwest Pacific Area, United States Army — Pacific); and 800 to 899 — Asiatic Theater of Operations (including, besides air components, Southeast Asia Command, and India-Burma-China and China Theaters). The 900 block has been left open for future use.

Documents received in the Archives are supposedly accompanied by a letter of transmittal including an inventory of the documents in each shipment. (If the inventory is missing, the Accessioning Section supplies one.) At the beginning of each week, the inventories representing the previous week's receipts are circulated among the historians of the Research Studies Branch. Anyone who is interested in seeing a newly-arrived document can locate it through the accession number given it. When a document is classified, an "organizational" card is made, to be filed according to the decimal classification number. In most cases, however, a new organizational card is not necessary: the arrival of a new installment of a unit history is simply noted on the old card. Since the cards in this "organizational" catalog are arranged by classification numbers, they are consequently arranged by organizations. One who is interested in the Second Division of the Eighth Air Force will find that the number assigned to that organization is 526; under that number he will find everything from 526.01A ("2nd Air Division, Eighth Air Force — Brief History [3 pp.], Jun '42 - Jun '45") to 526.952A (news clippings on various military subjects). A decimal number is assigned to each kind of material; unit histories, for example, are .01 and mission reports are .332. Thus histories submitted by the Eighth Air Force are 520.01 and mission reports from the Second Division of that Air Force are 526.332. By looking at the alphabetical list in the Classification Manual one can find the decimal number for whatever kind of material he is interested in; and that material is found in the same relative position in all higher-echelon organizations. At the beginning of each major group of cards will be found one or more cards giving a brief account of the organization represented by the cards that follow.

If the authorship of a document is known and is significant, the classifier will make an author card, e.g., "Cochran, Jacqueline, 'Women's Air Force Service Pilots,' report dated 1 August 1944, 20 pp., 223.1-5." That document would, of course, also be represented by a subject card "WASP's." It will never be possible to have a complete subject analysis for all the unit histories; there are too many subjects treated in too many unit histories. But we do have subject cards; begun in 1949, our subject catalog is growing, and as it grows it of course becomes increasingly valuable.

When the United States was drawn into war in Korea, it became necessary to make a distinction between the older and the newer material; appropriately enough, June 30, 1950, was the cutoff date chosen. Material produced since that date is distinguished when it reaches the Archives by prefixing the letter "K" to the classification number. Documents produced during World War II are still being received, as various offices clean out old files; such documents, of course, are given classification numbers without the "K" prefix.

Like most Federal agencies, the Historical Division has been investigated; the first full-dress investigation came in January 1944, and

> revealed, in the conclusions reached and the recommendations made, that no investigator can step into an organization beset with problems so numerous and so complex as those that were confronted by the Historical Division from

> the very beginning, and, after a few days of even the most intensive effort, emerge with all the right answers.[11]

The investigator recommended "holding the servicing of this material to the absolute minimum" and "regulating the physical form of incoming material." [12] An archives exists to be used; to talk of limiting the servicing of its materials is to advocate the defeat of the very purpose for which it was created. As for "regulating the physical form of incoming material," instructions sent out to the field directed historians to submit their histories on paper of a specified size, with specified margins. But whoever gave those instructions must have known that a historian in Sicily or New Delhi or New Guinea might be fortunate to have paper of any size, shape, or color to use in transmitting the history of his organization. If an organization chose, as one group did, to submit its history in volumes approximately 4 feet square, with backs of sheet aluminum, there was nothing the Archives staff could do about it except to have the material microfilmed at the first opportunity and send the originals to dead storage. Even if the historian was fortunate enough to have paper of the prescribed size for his history, the supporting documents were another matter. Many mission reports, for example, were on teletype paper; and the report of a single mission might be several feet, or even yards, long.

The management control report also pointed out:

> Historians and archival workers should remember that the Archives is a temporary gathering point — not a permanent record depository — and that it is not its function to preserve records simply because without its interposition, such records would be destroyed.[13]

Any historian or archivist, however, who would not make every effort to preserve an obviously important historical document, even though such preservation was not specifically part of his job, would indeed be a strange specimen of his profession. The last recommendation made about the Archives — and the most remarkable — was that the name of the Archives Section be changed to Historical File Section; there seem to have been objections, within and without the Historical Division, to calling the Archives what it was and is. The recommendation was not adopted.

Scarcely a year later, a committee of three eminent historians was invited by Headquarters Army Air Forces to investigate the

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[11] "History of the Archives, Historical Division, Air University Library, 1942 through 1949," p. 10.

[12] Report of Management Control on the Historical Division, Jan. 14, 1944, in AFHD files.

[13] Report of Management Control, p. 11.

Archives. This committee came up with two major recommendations: that the Archives should deny admission to the histories of all units below the level of wings, and that the idea of a seven- or eight-volume history such as had been proposed should be abandoned in favor of a series of histories of the 16 individual Air Forces. The committee declared:

> In our opinion, the continued gathering of the so-called "unit histories" should be abandoned or drastically modified. The unit, the squadron, is too small to have significance from the standpoint of the organization and operation of any air force. The writers at that level have rarely any special competence and no flair for the type of narrative that might humanize the record.[14]

The committee, however, had not talked to any of the historians in the Operational History Branch, the ones who were using the squadron and group histories. Thus the committee members could not know that the important thing about such histories was not whether the writer had "any special competence" or "flair for the type of narrative that might humanize the record." They could not know that the important thing about a unit history is that it should tell how many aircraft set out on a given mission, how many aborted and for what cause, how many were lost to enemy action, and what were the results of the mission. The unit historians, most of whom were admittedly no candidates for Pulitzer Prizes, generally managed to convey such information. As for the abandonment of the seven-volume history, no one who has looked into the five volumes already published would willingly trade them for histories of the 16 Air Forces.

Reference services of the Archives are numerous. Within the past year we have provided answers to questions from the office of the Quartermaster General; the 7000th Base Complement Squadron; a Hollywood news feature writer; the Bell Aircraft Corporation; the Public Information Officer at Sheppard Air Force Base; *Time* magazine; a United States Senator; the Office of Naval History; the Deputy Chief of Staff, Personnel, United States Air Force; the Strategic Air Command; the Air Force Board for the Correction of Military Records; and the Commanding General, Western Air Defense Force, to name only a few. And the information sought involved such matters as the crash of an airplane in 1944, near Buka Passage, Bougainville; material for a brochure, "What A-4 Does for You, the Airplane and the Missile"; confirmation of the story that Nagasaki was the secondary target for the A-bomb mission of August 9, 1945, and that the crew's inability

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[14] "History of the Archives," p. 17.

— because of the weather — to bomb Kokura, the primary target, had saved the lives of American prisoners of war; the leading P-39 ace of the Eighth Air Force; the origin of the street names at Sheppard Field, Tex.; the name of the B-29 from which an atom bomb was dropped on Nagasaki (it was *Bock's Car,* not *The Great Artiste*); the bombing of Noyon, France, by the Army Air Forces; the rates and trends of fear of flying in World War II; incidents in which United States military air units engaged in ground combat in defense of air installations; and a picture of the Officers' Club at Yuma Army Air Field.[15]

At this point it will doubtless surprise no one that the writer is proud of the Archives which she administers; and her pride is shared by every member of the staff and by the historians and others in the Research Studies Institute. We believe that it is also shared by other officials of the Air University and of Headquarters United States Air Force; we think it should be. For the fact that our coverage is as good as it is, the Archives staff can take no credit. For that we have to thank the unit historians, from colonels to privates, who saw to it — almost always as an added duty — that their organizational histories were properly written; we have to thank, too, the ship and aircraft commanders who brought the documents to us despite submarines and enemy aircraft and the violence of storms at sea. Neither can we take credit for the fact that lower-echelon histories continued to be added to the Archives, for the existence of the seven-volume history, or for the fact that the Archives has thus far escaped integration with some other depository; those decisions were all taken at higher levels.

All that the Archives staff claims credit for — and we do claim full credit for this — is that we have earnestly tried to make the documents in our custody easily and immediately available to those who wish to use them. Unfortunately, most of our documents are classified as secret or confidential; at the time they were produced it was necessary that they should be so classified. Obviously, there is now no need for such classification. But any given document may contain some bit of information that is still classifiable; before it can be downgraded, that bit of information must be removed and filed separately. There is a strict United States Air Force policy that anyone who wishes to use the Archives must establish his "need-to-know" before he can be given access to classified material. We are downgrading documents as rapidly as we can; but accessioning, classifying, cataloging, servicing, and refiling must take precedence over downgrading.

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[15] "History of Research Studies Institute, 1 July — 31 December 1952."

The fact that two library classification schemes have been applied to different types of documents in our custody may seem illogical and is certainly unorthodox. The important question, however — and it is the all-important question, — is, "Does it work?" For the answer to that question, we refer the reader to our patrons.

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Archival Research in the United States: A South African's Mission[1]

By H. M. MOOLMAN

Embassy of the Union of South Africa

HITHERTO little-known and often unsuspected American-South African relationships in the spheres of history and culture are being uncovered by archival research conducted in the United States under a project of the Union of South Africa. This project aims at supplementing the South African Government archives, by microfilm or other copies of material of historic interest relating to South Africa known or believed to be available abroad. In 1951 three archivists were appointed for overseas research, their fields including Great Britain and other Commonwealth countries, Europe, and the North American Continent. The fruits of their research will be preserved in South Africa's National Archives for study by future historians and other research workers, possibly even from America and other countries.

The "New World" was allocated to a South African historian and former Rhodes scholar, Dr. C. F. J. Muller, faculty member of the University of South Africa. With Washington, D. C., as his headquarters, his research field included also Canada, Bermuda, and any other adjoining territory or island whence historical data relating to South Africa might be culled. A big field and a huge task for one man!

Dr. Muller, however, rolled up his sleeves in the Nation's capital and delved into the most obvious repositories of historical material on South Africa, the National Archives and the Library of Congress. He also made contact with other libraries and archives, with universities, and with a number of individuals in the United States, Canada, and Bermuda. The research, later aided by a nationwide distribution of a questionnaire, soon mushroomed across the continent. Archivists, historians, and other interested persons also passed on word of this project like drum beaters carrying news across Africa. The dust was shaken off many a tome and manuscript and the South African scholar was soon immersed in a spider web of "leads."

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[1] This article, by the director of the Union of South Africa Government Information Office, is reprinted, with slight changes, from the *South African-American Survey, 1953-54*. The author is also press attaché of his country's embassy.

SOURCES OF INFORMATION

It was all according to protocol. Dr. Muller was officially accredited to the appropriate American authorities and immediately received the first of many courtesies, official and unofficial, which facilitated his work in the United States.

Dr. Muller's research was mainly directed at the period shortly preceding, during, and after the Anglo-Boer War of 1899-1902, a period when the stress of events scattered far afield material of future historical interest that would normally have been preserved in local archives and libraries. The researcher's net, however, also caught fragments related to South Africa going as far back as the heyday of Cape Cod and Nantucket and other New England ports, whose whaling fleets visited South African shores in the early history of the Cape settlement. The American whalers used to know the southwest Africa port of Walvis Bay as Woolwich Bay. Innumerable logbooks of the whaling captains in uncounted museums, archives, and libraries offered absorbing browsing — a pleasure that Dr. Muller had to forego for the time being while he reviewed more modern sources of information.

Other tempting sources were the records of missionary societies, engineering and trading societies, and so on. The American Board of Commissioners for Foreign Missions, for example, indicated the availability of numerous letters and reports on South Africa, from missionaries, at the Houghton Library at Harvard University. (Harvard College Library reported about 2,000 index cards on South Africa. Yale University, incidentally, has a sizable Africana section, built up largely through the efforts of Mr. Howell Wright, of Newtown, Conn., a lifelong student of Rhodes.)

The Georgia Institute of Technology, Atlanta, reporting the possible availability of material, mentioned that it had "sent engineers all over the world." The Colorado State Archivist mentioned equally proudly that the Colorado School of Mines had "a number of distinguished alumni who worked in both gold and diamond mining in South Africa."

WARTIME TRADE IN MULES

On the side, clues were given as to the whereabouts, largely in New Orleans, of commercial material on shipments to South Africa, mainly shipments of lumber, mules, and horses during the Boer

War. A sidelight on the history of these shipments is that many of the American muleteers, finding themselves in South African ports with time on their hands, sought activity on the battlefronts.

Research pointed to a number of libraries and other repositories with considerable documentation on the period of the Boer War, much of it apparently still unclassified and much of it undoubtedly hidden in books and manuscripts classified under headings that give no clue as to the whereabouts of South African material believed to be there.

Apart from the National Archives and the Library of Congress in Washington, the New York Public Library was indicated by several experts as having an outstanding collection of materials on South Africa, including the Boer War period. The director of the Newark Public Library unselfishly mentioned the great sister institution in New York as having a collection of public documents on Africa regarded as one of the most complete in the United States.

Voluntary Publicists for the Union

In passing, it might be mentioned that the research revealed that several persons who had not hitherto made their interests known to the South African Mission in the United States were amiably engaged in promoting factual and favorable information about the Union. Some wrote nostalgically about former associations with sunny South Africa. A camera fan from Madison, Ind. (who also had a vague recollection of "my father selling a horse to be shipped to the Boers"), said he and his wife had traveled in the Union; he had more than a thousand Kodachrome slides of pictures taken there and had given nearly 200 public showings of this material. He "liked the country so well" that he was planning to return there.

Among the institutions with Boer War material the U. S. Military Academy at West Point, N. Y., drew attention to the document, "Selected Translations Pertaining to the Boer War" (1905). The Library of Congress revealed the existence of "a large collection of stereoscopic views of the Boer War and the personalities of the time," also of a large portrait collection.

The Free Library of Philadelphia revealed a surprising list of books and pamphlets on South Africa, including John H. Ferguson's doctoral dissertation, *American Diplomacy and the Boer War* (University of Pennsylvania, 1937); James Green's *Causes of the War in South Africa, From the American Lawyer's Standpoint* (1901); scrapbooks on the war; and *The South African War, a Word of Truth,* by the Trans-Atlantic Society of America (1902).

The U. S. Military Information Division of the Free Library contains reports on military operations in South Africa.

SENTIMENT IN THE U. S.

A valued correspondent in historic Williamsburg, Va., Mr. E. G. Swem, gave leading information on persons believed to have South African material. He recalled one Webster Davis, a prominent United States Government official during the Boer War period, addressing "a large and enthusiastic crowd in Washington, D. C., in 1900." He also attended a meeting, in Chicago in 1901, of Boer sympathizers, presided over by Louis Post, editor of the literary weekly *The Public.* This meeting passed resolutions condemning the sale of mules to the British. Mr. Swem mentioned various staunch friends of the Boers; but there was also pro-British sentiment, the performance of an opera being dramatically interrupted for an announcement of the relief of Mafeking.

A pro-Boer or pro-British sentiment ran through much of the correspondence received. An elderly Vermont correspondent recounted without rancor how he was mobbed and beaten up in London for denouncing the Chamberlain policy. The Illinois State Library offered the text of a petition to the Governor of that State from the American Transvaal League to appoint a commission to solicit funds for inmates of the concentration camps. The same library forwarded the text of a letter from John Peter Altgeld, former Governor of Illinois, to another American personage discussing a suggestion that President Paul Kruger visit the United States.

CONSULAR POST REPORTS

One of Dr. Muller's objectives was to locate material believed to be in the estates (or bequeathed to archives and libraries) of prominent Americans who were well known in South Africa before and during the Boer War, and to contact still-living Americans of the same group.

In this connection he found much material in the Foreign Affairs Section of the National Archives, including especially the "post reports" of American consuls in the two republics and in the Cape and Natal. Some of these observers were in a peculiar position as they acted for the British Government in the Transvaal and Orange Free State and were also called upon in certain cases to act for residents of the republics, for instance, in passing on mail. Research in this field showed that these reports illustrated nearly all aspects of the war and that the American consuls played the most important part among all consuls in South Africa at the time. Consular reports and other records were found to contain much material concerning, inter alia, John Hays Hammond and other Americans concerned in the Jameson Raid of 1896. At this writing Dr. Muller has already microfilmed nearly 26,000 pages of these records.

The Division of Manuscripts in the Library of Congress yielded many documents on South Africa addressed to or written by American statesmen, including President McKinley, Theodore Roosevelt before and after he became President, and John Hay, then Secretary of State, whose son was American consul in Pretoria during the Boer War.

PERSONAL CONTACTS

Among living Americans with recollections of the period under study, Dr. Muller contacted Mr. Walter Mein, of California, who, as a Rand mining engineer, witnessed the Jameson Raid and whose father, Thomas Mein, was imprisoned in connection with the same event. Another helpful contact, and still a striking personality in his eighties, was Capt. John Hassell, also of California, who captained the so-called American Scouts fighting on the Boer side.

Other obvious "leads" were the still living "irreconcilables" (or their descendants), who refused to take the oath of allegiance to Great Britain after the war and who settled in Texas and New Mexico. They were mostly Snymans and Viljoens, including the restless Gen. Ben Viljoen, who on occasion joined in skirmishes on the Mexican border.

The strangest figure in the group surviving the Boer War, one known in three continents and a figure of mystery in events concerning the South African War and the two World Wars, was discovered in a United States penitentiary. During World War II he was sentenced to a long term for espionage against the United States, and the involved story of events that led to his conviction is stranger than fiction.

Inevitably the answers to a broad questionnaire did not refer specifically to the period studied but referred also to figures associated with earlier days of South African history. Several references were available on the Rev. Daniel Lindley, the Pennsylvania missionary after whom a South African town is named. Lindley and his young wife went to South Africa in 1834. Stern Paul Kruger, later president of the South African (Transvaal) Republic, was said to have been strongly influenced by Lindley's teachings, and he endeared himself to the pioneering farmers. According to the

Encyclopedia of Missions (Bliss) the Dutch farmers said of him: "If there be a human name that warms the heart of a Natal Trek Boer, it is the ever-to-be-remembered name of Daniel Lindley."

South Africa's Gift to the U. S.

About the same time South Africa sent its heart-warmer to America — but not as a missionary! The California State Library (after South Africa apparently only California would do!) yielded the story of one Joshua Abraham Norton, resident in South Africa from 1820 to 1848. He went to California at the time of the Gold Rush and later became the eccentric Norton I, "Emperor of the United States and Protector of Mexico." In that role he became one of San Francisco's most beloved characters. Much has been written about him, the best-known being the book *Emperor Norton, the Mad Monarch of America,* by Allan Stanley Lane (1939).

A Massachusetts source volunteered the information that a South African Jewish philanthropist named A. A. Marcus came to settle in Boston in the eighties. There he was known as "der Africaner" — "and," added the informant, "he was quite a guy!"

These are but a few of the eye-catching ripples on the broad river of history. The presence of much archival treasure has been indicated but much dredging still has to be done to complete this research. Meanwhile American historians and archivists have indicated that the South African research in the United States is the most comprehensive of its kind ever undertaken in this country. Several organizations, spurred to interest by Dr. Muller's work, have instituted their own research in this field; and the fruits of these independent researches will undoubtedly also become available to South Africa. Already the possibility is envisaged of future American research workers having recourse to the South African Archives as affording the most complete collection of historical material now scattered and largely unclassified in the United States.

It is Dr. Muller's hope that this summary of his objectives will promote further interest in his mission and additional information on the subject of his research.[2] He regards the friendly and helpful interest already shown by so many correspondents and other contacts as heart-warming evidence of the sound and deep-rooted cultural relationships existing between the United States and the Union of South Africa.

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[2] Dr. Muller may be reached c/o the South African Government Information Service, Room 817, Dupont Circle Building, Washington 6, D. C.

Personal Documentation in the Cold War[1]

By KEN MUNDEN

Arlington, Va.

THIS discussion will proceed from two assumptions: that we are in fact engaged in a cold war and that the important events in the life of the average man are documented in records which he must keep as his personal documentation if he is to meet the increasing demands of the state and society upon him. Since the maintenance of personal files presents a problem for most of us under normal circumstances, it remains for me to show that there are particular aspects of the problem for our generation of adult citizenry.

Early in his administration President Eisenhower appointed a special assistant "to see that all departments of the Government speak and act as one in fighting the cold war." Although this statement of Mr. Jackson's functions is that of the *Washington Post* reporter and not of the President, it is significant that Mr. Adams, the President's assistant, so far recognized the temperature of the war in which the United States is engaged as to announce that Mr. Jackson would have "special responsibilities in the cold-war planning of this Administration."[2] It might be profitable to examine this new official concept, which suggests that cold-war planning is different from the ordinary kind of war planning, but I am concerned with it in this paper only because it enables me to assume fairly that the cold war is a fact.

My second assumption — that no one of us can escape his domestic filing duties — is considerably less debatable, for the problems involved in the management of the family archives and the means employed to solve them exactly parallel the problems and solutions found in business or government. Thus, as in the case of any civic bureau, the keeper of the family's papers (however strong his inclination toward central filing) will permit decentralization of papers to the extent that, for example, the card file of favorite recipes is kept in a kitchen drawer in convenient proximity to the mixing bowls, the index of the phonograph-record collection is on the shelf holding the recordings indexed, the minutes of the meetings of the local women's club (of which one's wife may be the secretary) repose habitually on Mother's desk, and Brother's school diplomas and BSA certificates hang in Brother's room. Secret or confidential files, maintained apart from the family's central files, are recognized as an evil necessity, although some of these (like Sister's series of neatly packaged and labeled letters from her admirers) are regularly scheduled for disposition if never actually destroyed.

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[1] This paper, read at a meeting of the social studies group of the Alexandria (Va.) Branch of the American Association of University Women, Feb. 25, 1953, is printed with slight changes in the text and with the addition of footnotes.

[2] *Washington Post,* Feb. 17, 1953.

The keeper of the family's records learns also to distinguish between the materials that serve to document the family's activities and those that serve the family merely because of their reference value. In the latter category he mentally places the whole of the family library, the extensive collection of road and street maps (although in daily use for one purpose or another), and the boxes of periodicals, prints and drawings, dress patterns, news cuttings, and music scores in attic or closet. Finally, his intellectual control of the whole is such that he can perceive the transitory character of such records as Christmas greetings and receipted utility bills as opposed to the relative permanency of deeds, wills, birth and death certificates, passports, insurance policies, and tax records.

It is with these more permanent types of personal papers that I am concerned chiefly in this discussion, although I think we may include in a definition of personal documentation *any* records *wherever kept* that document the events in the life of a man or woman, his or her private or public activities, his or her transactions, movements, beliefs, or health. Admitting this definition, we may agree that personal documentation, for most people, exists in considerably greater quantity outside the family archives than in them. Thus, the schools, churches, clubs, and other institutions in which a person has or has had membership maintain the records of his participation; the offices or agencies of the municipal, county, State, and Federal governments record his birth, marriage, divorce, political registration, taxation, contractual obligations, real property ownership, crimes, and mental or other incompetence; his attorney, bank, insurance company, and mortgager maintain records of his capital assets and liabilities; and his successive employers keep in their personnel files the record of his occupation or professional standing. To these we may add for some persons, identification data based on fingerprints, such as those maintained by the Federal

Bureau of Investigation; and logically arranged lists of personal names, such as those appearing in telephone directories.

There is, as well, the biographical information that is being collected systematically by almost every government and by many nongovernmental agencies, pertaining not only to the citizens of potential enemy nations but to its own citizens and those of its allies as well. A person employed in any official capacity or who otherwise occupies a sensitive position in business, industry, or the educational and scientific professions takes it for granted nowadays that fully documented investigative files pertinent to himself are being accumulated, maintained, and studied. Furthermore, if he is a person of some consequence, he probably assumes that the intelligence services of potential enemy nations have not overlooked him. This form of intelligence, which Sherman Kent calls "biographical intelligence," seeks to file against a given name a range of data wide enough to answer the "pertinent questions always being asked about people." "What sort of man is he? What are his political and economic views? What are all his names and when was he born? Can he speak English? Who are his intimates? What are his weaknesses? How long is he likely to hold his present standing? Where was he in 1937?" This "perfect biographical note," Mr. Kent observes, "must include a large amount of cold factual information and a large amount of critical appraisal." [3]

The citizen may not know whether his dossier, reposing in one or more such biographical files, is voluminous or scant; or he may have no reason to suspect that he interests any governmental or political instrumentality for biographical purposes; but he does know that much of the documentation he accumulates in his own portfolio of "important papers" is a reflection of official or public records. In this period of the cold war the citizen who feels apprehensive lest his means of identifying himself disappear, should cold wax hot, is constrained to consider the consequences of the destruction, removal, or sequestration of these official files.

As archivist of the Family Munden I take on this consideration with typical distaste, but because I happen to be the only one of my family of four to have been born in the United States my obligation to keep my vital papers in order is greater, perhaps, than that of most persons. Hence my family's personal documentation includes copies of my wife's certificate of birth from the Stato Civile of Milan; our marriage certificate from the same office; the United States Vice Consul's certificate of witness to our marriage from the American Consulate General at Milan; the birth certificate of my son Robin from the Stato Civile of Rome; the United States Foreign Service's official report of Robin's birth as a "Child Born Abroad of American Parents or Parent" from the American Embassy at Rome; the birth certificate of my younger son Gordon from the État Civil of the Department of the Seine; and, similarly, the Foreign Service's official report of Gordon's birth from the American Embassy at Paris. Included also are the copies of my own birth certificate from the register of deeds of North Carolina's Pasquotank County and the appropriate health records for the four of us. While these constitute the documents most vital to the establishment of our collective identity, they are supplemented by such identifying papers as passports, motor vehicle operators' licenses, credit cards, employment identity cards, insurance policies, my record of military service, my wife's visa, and photographs whenever attached to, or a part of, these papers.

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[3] Sherman Kent, *Strategic Intelligence for American World Policy* (Princeton, 1949), pp. 32, 141.

I do not pretend, of course, that these documents are being maintained with an eye toward the cold war, for it is obvious that I could not buy a house, hold a job, drive my automobile, send my children to school, or complete my income-tax returns without recourse to them and to hundreds of other personal or family papers I have to keep accessible. Since the cold war is a reality, however, I cannot but be conscious of the fact that even my most vital documents would be valueless were they not substantiated by the official vital statistics maintained in Milan, Rome, Neuilly-sur-Seine, Paris, Washington, and Elizabeth City and by the official records of my military and civil service kept by the United States Government. And although it is a fact that the records of more than one bureau of vital statistics were destroyed in Europe in World War II or have become unavailable to the public in the period of the cold war, it is equally a fact that the certificates of birth, marriage, and death that have been issued by those unfortunate bureaus have retained their validity. Thus — if I may revert to my role of family archivist — I cannot conceal entirely my satisfaction in the completeness of the documentation I have to maintain; for I cannot know for certain, and no other man can, that the particular records that bear my name in the government bureaus of three nations will survive the era that will follow the period of the cold war. And, assuming their survival, I cannot know how long they may be inaccessible or, for that matter, the analysis to which they may be subjected or the uses to which they may be put.

The prospect of the drying up of the very sources of information vital to successful personal documentation enhances, then, the normal problems of maintaining adequately the family's records at this time. This objective is further complicated, for the citizen of any country that is potentially a theater of war, by the desirability of eliminating from the household archives those papers the revelation of which would be detrimental to the interests of the family. The citizen or resident of such a country may plan to cause his personal papers to disappear, at the right moment, if he has any reason to fear the divulging of their contents to enemy occupying forces; but he must weigh well the consequences to himself and to his family of becoming one of the inevitable many who will have suffered the loss of, or will have become separated from, their personal documentation. Under circumstances such as those that have prevailed and do prevail in Korea, how many of the wandering homeless will carry birth records, passports, identity cards, or the like in their wallets — or carry wallets for that matter? Yet each man so unfortunate as to be caught in such a situation will necessarily queue up for bread, for work, for medicines, or perhaps merely to be shot; will give his name and the essential facts about himself; and will receive a classification for whatever purpose — documents or no documents. Thus, in the German administration of occupied Eastern Europe in World War II, the German security police, on the basis of oral interviews with persons lacking for the most part personal documentation of any kind, issued various forms of passports or labor cards, the effect of which was calculated to beguile their bearers into a sense of regained identity but which actually served the ulterior motive of grouping human beings for assignment to the notorious concentration camps of German-occupied Eastern Europe.[4]

Whether to step forth boldly with his particular identifying papers or to withhold or distort them is, therefore, a matter to be considered, if not decided, by the civilian resident of every zone of potential danger, with due regard to the known policies and practices of the occupying power. If he should become an internee of the invading forces, because of his displacement or for any other reason, he may be encouraged by the knowledge that, under the 1949 Geneva conventions for the protection of war victims, his family or identity documents may not be taken away without a receipt being given (!) and that the occupying power must take all necessary steps to facilitate the identification of children and the registration of their parentage.[5] The importance to the internee of the accessibility of his personal documentation is implicit in certain other provisions of these conventions, among which may be mentioned the prohibition against the occupying power's hindering "the application of any preferential measures in regard to food, medical care . . . in favor of children under fifteen years, expectant mothers, and mothers of children under seven years." The burden of proof of the ages of his children would fall indubitably upon the internee himself. And even Communists, as Whittaker Chambers observes, "have a respect, amounting to awe, for the signed document. . . . For in breaking the continuity of tradition, the revolutionist, for his own sake, must seek a cementing substitute. All he has left to fall back on, the work of his blighting touch upon life's tissues, are those dead papers, interminable procedures, formidable quiddities — and his incongruous regard for them." [6]

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[4] International Military Tribunal, *Trial of the Major War Criminals Before the International Military Tribunal, Nuremberg, 14 November 1945 — 1 October 1946* (Nuremberg, 1947-49), vols. 25-34, *passim.*

But the withholding of vital personal documentation would become a definite possibility, and unavoidably so, if any future occupying power should impose measures against particular religious, racial, national, or other groups. For example, the temptation must have been irresistible to disobey the decree of the German military administration in France, September 27, 1940, which required the residents of the Jewish religious communities to submit to the French authorities any evidentiary documents that might prove them to be Jews.[7] As for the alteration or falsification of documents for the purpose of evading occupational measures or securing preferential treatment from occupying forces, it suffices merely to allude to the well-known practice of many United Nations-protected displaced persons, in perfect health, who passed off the X-ray film of consumptives as their own.

Still another problem for the conscientious custodian of his family's records under foreign occupation is inherent in the extreme vulnerability of public (and therefore more accessible) records, for even the obliteration from the public records of identifying personal names is not an impossibility. Thus, it may be recalled that in 1941 the nationals of Luxembourg who had "foreign" (*i. e.,* non-German) first names were required to assume the corresponding German first names or, if that was impossible, to select other German first names. I am not here so much concerned with the genocidal character of this legislation as with the fact that it had the effect of altering vital records, for such changes were to be noted in the official register of births and families.[8] This suggests certain other complications in the matter of personal documentation in this particular period, when a good deal of Europe is in a state of virtual occupation; for the extent to which the non-Communist world can give credence to records that even temporarily are administered by Soviet instrumentalities is a moot question. It suggests also the vulnerability of public records — even American public records — to misuse for fraudulent purposes inimical to personal interests. For example, the procurement of fraudulent birth certificates has presented no particular problem to Communists anywhere in the world, and certainly not to the American Communist Party, if we may accept again the evidence of "Witness" Chambers. One means used by the ingenious J. Peters, as described in *Witness,* was almost transparently simple: two research teams were set to work on vital statistics in the New York Public Library, one studying birth records, the other records of infantile death.

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[5] "Geneva Convention Relative to the Protection of Civilian Persons in Time of War of August 12, 1949," articles 50, 97.

[6] Whittaker Chambers, *Witness* (New York, 1952), p. 233.

[7] The decree is quoted in Raphaël Lemkin, *Axis Rule in Occupied Europe* (Washington, Carnegie Endowment for International Peace, 1944), p. 399.

> The results were compared, and when it was discovered that a baby had died shortly after birth . . . Peters' underground apparatus [in the name of the dead child] would . . . write to the Board of Health (enclosing the regular fee) and request a photostat of a birth certificate. . . . As a matter of routine, the Board of Health would promptly issue a birth certificate, perfectly in order except that the person it certified had been dead for three or four decades. Using this fraudulent birth certificate, a Communist could . . . apply for an American passport, which, also as a matter of routine, was promptly issued, for there was almost no way to detect the fraud.[9]

A final consideration — that of the problem of duplicating vital personal documentation against the possibility of loss or destruction — is worth at least a footnote. If the governments and other institutions of this world, in this period of the cold war, are to provide themselves with duplications of their important records, it follows that the prudent family archivist, if he is convinced of the possibility of the destruction or loss of his records, must take similar precautions. If he is a serious keeper of records and cannot conceive of the possibility of resuming his normal pursuits should his files be lost irretrievably, he may well consider the advantage of microfilming the lot; but at least the most vital family documentation could be microfilmed on strips of a few centimeters, to be

[8] Order of the Chief of the Civil Administration in Luxembourg, Jan. 31, 1941, quoted in Lemkin, *Axis Rule,* p. 441.

[9] Chambers, *Witness,* p. 355.

tucked inconspicuously in pocket or wallet if the necessity should arise.

From this and the foregoing considerations we may conclude that it is incumbent upon each citizen to appraise his particular position in the community, in the family, and in life itself, in this respite of the cold war; to determine the adequacy *to him* of the documentation of that position; to supplement his personal documentation with whatever additional papers he might require should the cold war terminate explosively; to institute measures for the safeguarding of his most vital records, by depositing the original papers in a safer place or by storing security copies at one or more alternate sites; to provide for the destruction of documents that might be used against him, as well as documents the disclosure of which might injure others; and to include in his plans for the salvation of his potentially displaced family the possibility of carrying in its pockets the papers it will need for its survival and the preservation of its identity.

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World War II and Its Background: Research Materials at the Franklin D. Roosevelt Library and Policies Concerning Their Use[1]

By HERMAN KAHN

Franklin D. Roosevelt Library

I THINK it is fair to say that archivists are generally regarded by historians as estimable fellows who unfortunately have chosen to follow a dull, albeit useful, occupation. Perhaps part of the explanation for this attitude is that when archivists are asked to read papers at historical meetings they are usually invited to describe collections of manuscripts, and there are few techniques better calculated to bring a glaze to the eyes of a listening audience than the reading of a lengthy paper devoted to bibliography or a listing and description of research materials.

It will be the purpose of this paper, therefore, to attempt only to say some things about the materials at the Franklin D. Roosevelt Library that will be of general usefulness to those whose interests lie in the field of World War II and its background and to clear up a few widely prevalent misunderstandings. These misunderstandings have their origin in the fact, as I am constantly being reminded, that Roosevelt was different. The nature of this difference may be partially illustrated by the fairly close relationship that the library has necessarily maintained for the past few years with the Historical Division of the Department of State, especially that section which is engaged in the preparation of the *Foreign Relations* series.

That division feels that full and free access by the State Department to the personal papers of Franklin D. Roosevelt is vital to the adequate documentation of the diplomacy of the Roosevelt period, and we at the library have exerted every effort to be of as much help to the *Foreign Relations* group as possible. But during the course of the visits of *Foreign Relations* staff members to the library, I frequently succumb to the temptation to tease them a little.

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[1] Paper read at the annual meeting of the American Historical Association in Chicago, Dec. 29, 1953, by Herman Kahn, Director, Franklin D. Roosevelt Library.

"How does it happen," I ask, "that it is only in the case of Franklin D. Roosevelt that you find it vital to make use of presidential papers in the preparation of *Foreign Relations?* How does it happen that you were able to get out such excellent volumes for all the years covering the administrations of Theodore Roosevelt, Taft, Wilson,[2] Harding, Coolidge, Hoover, not to mention earlier Presidents, without having had access to the personal papers of those men? You go to considerable effort and expense to make full use of the papers of Franklin D. Roosevelt. How is it that you were not equally insistent on making use of papers of his predecessors?"

To this they usualy reply with an apologetic but knowing smile — "Oh," they say, sagely, "it is true that we did not make much use of the papers of earlier Presidents in our compilations, but *Roosevelt is different."*

This soft impeachment can hardly be denied. It is true, of course, that Roosevelt was different, in many respects, from his immediate predecessors in the White House. For historians, not the least of these differences are those affecting his papers and what has happened to them. These differences affecting his papers may be summed up under four headings, as follows:

1. Franklin D. Roosevelt's papers are immensely greater in volume than those of any of his predecessors, not only because of the length of his tenure and the tremendous expansion of the powers of the Presidency during the Roosevelt period, but also because of Roosevelt's working habits as President.
2. Unlike the fate of the papers of his predecessors, the Roosevelt papers became the property of the Federal Government almost immediately upon his death.
3. The Roosevelt papers were the first and are thus far the only body of presidential papers to be administered by the National Archives.
4. Most of Roosevelt's papers were made generally available for research purposes only 5 years after he left office, which in his case also happened to be 5 years after his death.

These four unprecedented factors affecting the Roosevelt papers, taken together, are the basic cause of the misunderstandings, the most widely prevalent of which is that the papers are official records of the Federal Government. This is not the case. None of the factors cited above can possibly have operated to transmute what is by law and custom in this country a collection of personal papers into a body of official archives. In other words, despite the circumstances recited above, the relationship of the National Archives to the Roosevelt papers is essentially a fiduciary one and is pretty much the same as that, let us say, of the Adams Family Trust towards the papers of John and John Quincy Adams. The fact that the National Archives has chosen to adopt a policy of generosity with respect to access to them does not in any way affect their intrinsic character as personal papers.

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[2] After this paper was read, Dr. E. R. Perkins of the Historical Division of the Department of State called to my attention that the personal papers of Woodrow Wilson were examined in connection with the compilation of the *Foreign Relations* volumes covering the Paris Peace Conference of 1919.

This means that there are great legal, procedural, and technical differences between the status and use made of these papers and those of official archives. This point is emphasized here because an understanding of the fact that none of the manuscript materials in the Roosevelt Library are, legally speaking, official records makes an important difference to scholars who wish to make use of them.

I think though, that when our friends from the State Department tell us that Roosevelt was "different," it is not these considerations that they have in mind, so much as one other. Roosevelt, they say, in many respects acted as his own Secretary of State. Hence for the period of his Presidency many papers that would normally have found their way to the State Department files came to rest, instead, among the personal papers of the President.

I would not put it in quite this way. I would say rather, that like many executives who have a deep relish for their work and are on top of their jobs, Roosevelt actually tried to give personal supervision to all of the agencies under him; and the extent to which he was able to do this, up to the last few years of his life, is truly astonishing.

This enjoyment that Roosevelt received from running things in every nook and cranny of the Government, together with his immense appetite for detail, naturally produced a much greater flow of paper between him and the executive departments than had been the case with preceding Presidents. It is to be doubted that, comparatively, the personal supervision he gave to the State Department was any closer, or that his personal intervention in its business was any greater, than his supervision of and intervention into the affairs of a good many other departments. It probably only *seems* greater because, alone among the departments, the State Department maintains a permanent corps of historians to analyze and publish selections from its records, and this inevitably brings out the zeal with which Roosevelt oversaw the Department's work. If there were similar close study of the files of most other departments, I am quite certain they would reveal no less interest by Roosevelt in their work.[3]

Still another aspect of Roosevelt's character that has enriched his personal papers was his habit of encouraging huge numbers of people to write directly to him about governmental policies and problems, including foreign affairs. This habit did indeed have a different effect on the work of the State Department from the effect on that of other departments, for among the persons whom Roosevelt encouraged to write directly to him were our ambassadors and ministers abroad. Not only were many of these men old personal friends of President Roosevelt, but his attitude toward them and his conception of their relationship to him harked back to the historical conception of the ambassador as the personal representative abroad of the Chief Executive. It must certainly have been true of many of our diplomatic representatives in the Roosevelt period that they did not know who their boss was — the President or the Secretary of State. Or, rather, they did know who thought he was their boss, and many of these men made a habit of reporting directly to the President in lengthy personal letters. It is sometimes felt by the State Department that in other times these letters would have gone into the Department's official files, rather than into the President's files. But in other times most of these letters would never have been written at all, as a situation favorable to the writing of lengthy, frank, gossipy, informal letters to the President by our diplomatic representatives abroad simply has not existed in most administrations. Some of these letters Roosevelt did send to the Secretary of State to note and return, but many never left the White House.

When one adds to this large personal correspondence with our formal diplomatic emissaries abroad Roosevelt's well-known habit of sending abroad special emissaries to carry out particular assignments, the sources of the State Department's concern become even more apparent. Its files have frequently remained completely innocent of any record of the work of these men, inasmuch as they usually reported only to the President. And as the world crisis deepened in the years after 1937, Roosevelt tended more and more to take important matters (especially those relating to Western Europe) into his own hands. It is for these reasons that the Roosevelt Library has felt that full and close cooperation in making the Roosevelt papers available to the Department of State is not only desirable but essential to the State Department's program of documentary publication for the Roosevelt period. And the fact that it is the existence of the Roosevelt Library that makes possible this close cooperation is a factor that should not be lost sight of in any consideration of the problem of the proper method of dealing with presidential papers.

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[3] The index to the Army's recently published volume entitled *Strategic Planning for Coalition Warfare, 1941-1942,* by Maurice Matloff and Edwin M. Snell contains 409 separate entries under the name of Franklin D. Roosevelt.

It will be obvious from these facts that the personal papers of Franklin D. Roosevelt must be used by anyone studying the diplomacy of the Roosevelt period. Of course, it was not very many years ago that when historians spoke of the background or origins of a war one assumed that they were speaking *only* of diplomatic history. Today there is very little in domestic affairs, as well as external affairs, that can be omitted from studies of this kind. Analyses of social and economic conditions, of public opinion and pressure groups, and of factionalism and rivalries in national legislative bodies have come to play an important part in our attempts to understand the total complex of causes that produced the conflict. The attention devoted by Langer and Gleason to the work of the William Allen White Committee and the recent study by Wayne S. Cole of the America First group are examples of the importance that we now attach to public opinion and the work of pressure groups in the prewar period.[4]

Given this broad definition, there is, of course, very little in the Roosevelt papers that does not contribute in one way or another to the general understanding of factors involved in the immediate prewar situation. Roosevelt was immensely sensitive to public opinion, and his papers are filled with huge quantities of raw material for the study of developing public opinion on the war issue and of relations with and attitudes toward pressure groups and their leaders.

The White House papers also contain great masses of illuminating material on problems related to economic mobilization, civilian defense, conscription, rationing, lend-lease, psychological warfare, relations with organized labor, the maintenance of civil liberties, the maintenance of civilian morale, and many similar subjects. Two points should, however, be emphasized about this material. The first is that although these papers are of the highest importance in studying any one of these or related problems, almost never is the White House material sufficient to stand by itself. The papers of the President reflect in each case only those aspects of problems and programs that came to the attention of the White House. If a program functioned smoothly and with little difficulty, there is likely to be comparatively little concerning its operations in the presidential papers. In every case, it should be emphasized, the great body of detailed information concerning operations of a wartime program is to be found in the files of the agency itself, which usually are now in the National Archives. The President's papers can ordinarily be used only to fill out the material found in those files and to help in settling crucial points that cannot be settled from the agency's own files. An example of this type of use of the White House papers is that made by Jack Peltason in his study of the reconversion controversy. Mr. Peltason was able to use the White House papers to throw important light on the background of the decision to remove Donald Nelson as head of the War Production Board. There was naturally comparatively little in the papers of the War Production Board itself on that story.[5]

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[4] William L. Langer and S. Everett Gleason, *The Challenge to Isolation, 1937-1940* (New York, 1952); Wayne S. Cole, *America First; the Battle Against Intervention, 1940-1941* (Madison, 1953).

It should also be emphasized that the Roosevelt papers, having originally been organized as ordinary current files, do not lend themselves easily to research purposes. On almost any of the subjects mentioned above it is still necessary for the student to go through large quantities of irrelevant material in order to make certain that he has seen everything in the papers that bears on his subject. As time permits, however, the staff of the library is making cross-sectional indexes and otherwise rationalizing the organization of the papers, so that their use for research purposes is gradually becoming more feasible and less time-consuming.

It is important that mention should also be made of what the White House papers do not contain. One type of request frequently received at the library is for information concerning a conversation between the President and a particular individual who visited the White House. The library does have records which show whom the President saw from day to day and who were his guests at the White House. It was, however, a point of conscious policy with Roosevelt not to make a record of his conversations, and only very rarely is it possible to find in his papers a verbatim record of a conversation or even any general indication of the nature of a conversation. This is just as true of telephone conversations as it is of face-to-face talk, despite a widespread notion to the contrary. This fact is always bad news for those who hope that we may be able to play back for them a complete transcript of every word uttered by Roosevelt or by others in Roosevelt's presence. It is often disappointing to those many persons who are now interested in what has become known as the decision-making process. Scores of people have recently become interested in the process by which Presidents or others in positions of power make up their minds, and hope to find in a President's papers materials that will give them a complete understanding of how a man's mind worked in deciding to undertake a particular course of action. But such materials are almost invariably scanty and frequently nonexistent.

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[5] Jack Peltason, *The Reconversion Controversy,* published in *Public Administration and Policy Development,* edited by Harold Stein (New York, 1952).

Perhaps it will be worthwhile at this point to present a slightly more detailed discussion of those materials that fall within the scope of interest of the more orthodox type of diplomatic historian; that is, papers directly concerning the problems of foreign relations. In general these classes of papers may be broken down into four categories, though it should be emphasized that the categories do not represent actual physical groupings in the files. One can only, rather, give a general conception of the main types of materials to be found. These are as follows.

First, there is correspondence with heads of foreign states. There is a considerable amount of this in the Roosevelt papers, especially correspondence with royalty, for Roosevelt unquestionably shared with many of his fellow-Americans their weakness for crowned heads. It should be said, however, that although the letters received by Roosevelt from monarchs, presidents, and prime ministers are frequently detailed and illuminating, his replies were rarely more than formal and friendly acknowledgments. He was, in fact, careful almost always to have such replies drafted by the Department of State, though the original correspondence has remained among Roosevelt's own papers.[6]

A second category, which has already been mentioned and explained, is Roosevelt's correspondence with our diplomats abroad, both special representatives and those occupying formal diplomatic status. This type of material is of course much more voluminous for some individuals than for others. Josephus Daniels, for instance, who was an old political associate and personal friend of Roosevelt's, as well as an assiduous correspondent, wrote literally hundreds of pages of personal communications from his post in Mexico City. Much of this had little bearing on our relations with Mexico but was comment on the passing scene. Others wrote lengthy personal letters that were confined to observations about the nations in which they were stationed.

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[6] It may be mentioned at this point that Harry Elmer Barnes has several times published a statement to the effect that the letters exchanged between President Franklin D. Roosevelt and King George VI are among "the most extreme top secrets" that are "carefully guarded at Hyde Park," and that no one is permitted to see. (*Cf.* his "Revisionism and the Historical Blackout," in ***Perpetual War for Perpetual Peace,*** edited by Harry Elmer Barnes, Caldwell, Idaho, 1953, p. 16.) Why Dr. Barnes attaches such great importance to this particular correspondence I cannot say, but it is proper to mention here that all of the correspondence that passed between Franklin D. Roosevelt and King George VI has been open for use by any historian who cares to see it since the day that the Roosevelt papers were opened for use.

A third category of important material is Roosevelt's correspondence with the officials in the departments. Strong and steady streams of memoranda flowed in both directions between the White House and the State Department about foreign problems of many kinds. Frequently officials in the Department would send to the President personal letters from friends abroad which they believed he would be interested in. These, or copies of them, often remain in the White House files. It should be noted also that the President's equally voluminous correspondence with other departments such as War, Navy, and Interior sometimes had a bearing on diplomatic problems and must be examined by persons interested in the diplomacy of the period.

Finally, there is the immense and important correspondence that Roosevelt carried on with private citizens on every manner of subject, including foreign relations. It is interesting to note that he was frequently more frank and detailed in giving his views on some situation abroad when writing a personal letter to an old friend than when communicating with the State Department or a diplomatic officer. Thus one often is better able to learn what Roosevelt really thought from what he said in reply to some third cousin or fairly obscure private citizen whom he had once known in business in New York City than from what he said to the Secretary of State or our ambassadors. These letters to private individuals are to a large extent found in a file of 9,000 folders, arranged only by name of the correspondent. Until recently there was no way of getting at correspondence on a particular subject in these folders, inasmuch as one had only the names of the correspondents as a guide in trying to use them. Recently, however, the library has completed a monumental subject index to these 9,000 folders, and this index takes one directly to any comments on any subject whereever it may be found in this particular group of letters. Thus large amounts of new information on foreign affairs as well as many other subjects have been opened up. It is no longer necessary to go through all of the 9,000 folders if you wish to know what prominent private citizens were writing to Roosevelt about, let us say, the Russo-Finnish War, and what Roosevelt said to them in reply.

All these classes of papers reflecting the White House interest in and effect on the conduct of foreign affairs are to be found in the main body of the Roosevelt papers for the entire period of 1933 to 1945. In addition, however, there is a special collection of files, the creation of which had an important effect on the nature of the Roosevelt papers for the war period. There was established in the White House in January 1942 an agency of the Presidential Office known as the Map Room. This so-called Map Room was intended to be a military information center and communication office for the President. The material filed there consisted of all messages sent or received by the President or his immediate staff concerning the conduct of the war and our relations with our allies, and documents sent to the White House by the War or Navy Departments for the President's information. It should be said that the bulk of the material in these files consists of copies of reports of combat operations received from the Defense Department and from the various war theaters. Hence, other copies of these reports and messages are to be found in the files of the Defense Department. In addition, however, the Map Room papers contain most of President Roosevelt's communications with the heads of other states concerning war matters during the period 1942-45, as well as with the special emissaries he sent abroad on war missions. Naturally, these are of immense importance. The basic consideration with which we must grapple with respect to these, as well as to certain other presidential papers, is that all messages passing through the Map Room were automatically classified as secret or top secret, regardless of their content. The habit to which Washington succumbed during the war of putting security restrictions on communications of all types affected the White House as well as the departments. It is a heritage that archivists and historians will perforce have to wrestle with for many years to come.

A recent and most promising development in this field is the promulgation by President Eisenhower in November 1953 of Executive Order 10501. This order promises to make the declassification of security-classified information a simpler and easier matter than it has been hitherto, and steps are now being taken to avail ourselves of the possibilities for more liberal action in this regard. Even more important, perhaps, is the hope the order holds out for us that in the future no papers will be given security classification unless there are overriding and bona fide reasons for so classifying them.

Up to this point our discussion has concerned itself entirely with the papers of Franklin D. Roosevelt. All of you know that these are not the only papers in the Roosevelt Library. In fact, despite their great bulk, they now constitute less than 65 percent of the library's manuscript holdings. For the purposes of those interested in World War II and its background, the three most important other groups are the papers of Harry Hopkins, Henry Morgenthau, Jr., and John G. Winant. The papers of Harry Hopkins were deposited in the Franklin D. Roosevelt Library some time after Robert Sherwood had been given access to them by Mr. Hopkins' widow. Sherwood's book, *Roosevelt and Hopkins,* is of course largely based on the Hopkins papers, and anyone who knows the book knows how rich a source the papers are. For a variety of reasons, however, these papers for the war period are still not open for research purposes. Again the most important reason is that a large percentage of the papers is security-classified. Though we hope to be able to put them in a usable condition and to do the necessary screening and arrangement before too long, it can only be said at the present time that the problem of declassification, together with the regrettable physical condition of the papers when they were received by the library, make it highly unwise to try to open them for research use.

The so-called diaries of Henry Morgenthau, Jr., comprising some 900 bound volumes covering the period 1933-45, are not diaries in any real sense. They are, rather, a detailed record of his conferences and his telephone conversations, and copies of important documents that went across his desk. Because of the role of the Treasury in prewar and wartime procurement, economic mobilization, financing, and international monetary arrangements, this material has been of great value to those scholars who have been permitted to use it. As is usual in such cases, however, the Morgenthau papers were given to the library with the stipulation that access to them is to be granted only on the written authorization of the donor. Hence the matter of access to the Morgenthau diaries lies in the discretion of Mr. Morgenthau. The same conditions hold true for the Winant papers, which the Winant family has only recently given the library authority to open, arrange, and label. This work has just been begun. Other large groups of personal papers of importance for the war period are those of Charles W. Taussig, Herbert C. Pell, and the late Senator Elbert D. Thomas. The conditions governing the use of these groups will be outlined to anyone having an interest in them.

The question that is at once asked about the Roosevelt papers by all interested persons is, quite naturally, "Who is allowed to use this material, and how much of it is he allowed to use?" The policy of the Roosevelt Library with respect to who is allowed to use the papers is quite simple and may be briefly stated. Anyone may use the Roosevelt papers who is qualified to do research work, has in mind a specific subject that he wishes to investigate, and is genuinely serious about doing it. In short, there is no screening of persons who make application to use the Roosevelt papers, except to the extent of making certain that they know how to do research, and that they have a definite and worth-while purpose in mind in coming to the library.

As for the second point, that is, what papers students are allowed to use, it may be said at once that the great bulk of the Roosevelt papers are open for research. That was the purpose of the establishment of the Roosevelt Library, and there would not be much point in its existence if this were not the case. At the same time, it was obvious when the library was being planned that donors of papers would wish to place certain restrictions on their use. This is no more than common sense and is taken for granted in connection with the research use of all recent manuscripts and archives. In the case of the Roosevelt papers, the donor — that is, Franklin D. Roosevelt — in 1943 established a committee to which he entrusted the power to screen out and temporarily restrict the use of those materials that it would be improper to make available for research use for varying periods of years, depending on the nature of the documents. The committee, which was to undertake this task only in case President Roosevelt himself did not live to undertake it, originally consisted of Judge Samuel I. Rosenman, Harry L. Hopkins, and Grace G. Tully. By 1947, which is the year in which most of the Roosevelt papers came into the actual physical custody of the library, Mr. Hopkins had died.

After considerable discussion as to the manner in which this problem was to be handled the committee established eight categories or classes of materials which were to be kept sealed for the time being. There is no need to list here all of these eight categories, most of which cover such things as correspondence concerning patronage and papers dealing with family, financial, and personal affairs of named individuals. The category having the most immediate interest to historians is that which was defined as "papers containing information the release of which would be prejudicial to the maintenance of friendly relations with foreign states." In thus defining this class of material, the committee was expressing its feeling that the policies of the State Department with respect to the availability of its files concerning diplomatic relations with foreign states in the recent period should also be followed with respect to the Roosevelt papers that concern foreign relations.

From what has just been said, it will be apparent that in one respect the Roosevelt Library has departed from the practice usually followed by custodians of manuscripts of very recent origin. The general practice with respect to the use of recent papers is to screen the applicants and to permit a selected few to have access to papers, subject to a review of their notes or their manuscripts. At the Roosevelt Library those papers that are open, constituting about 85 percent of the total, are open on a basis of absolutely equal accessibility to all qualified persons. There is no review of searcher's notes or finished manuscripts except that the library does offer advice in connection with the thorny problems of literary property rights that inevitably arise in connection with the use of recent letters.

Having said so much, we meet the next question: "Why withhold anything? What good reasons can there be for not making all the papers available to all who want to see them?" We may pass over without comment what may seem to be the ingratitude of those who — having in the past frequently seen a President's papers scattered to the four corners of the country, or having had to wait anywhere from 30 to 100 years for access to them — now only express annoyance that, when a President's papers are made available only 5 years after the close of his term of office, a fraction of them is still withheld. The fact that this question is raised at all seems to be an indication that historians in this country have never consciously faced up to the full implications, for their techniques and research methods, of the current fashion of attempting to write definitive histories of what happened in the very recent past.

When the subject of this session was first broached, it was suggested to the chairman of the program committee that it would be regrettable if the session were to be devoted entirely to a description of World War II research materials without some description and discussion of problems and policies with respect to *giving access* to these materials. It is important for the historian to understand the problems that confront custodians of such materials in making them available for research purposes as well as to have a knowledge of the nature of the materials themselves. At the Roosevelt Library, engaged as we have been in the unprecedented experiment of allowing the public to use a President's personal papers within a few years after his leaving office, we have of necessity been forced to do some hard thinking about the old seminar maxims concerning the historian's duty or even his right to examine all of the records. These rules, laid down by our textbooks in historiography, were admirably calculated to produce good historical writing about the events of a generation or more than a generation ago, but it should be obvious that to attempt to apply them to the documentation of yesterday's events is unrealistic in certain respects. It has recently been said in many places that if a President is to have the benefit of full, honest, and courageous advice from the men around him, a minimum condition of his receiving such advice is assurance to his advisers and conferees that what is said to the President today will not be published tomorrow, or even next week or next year. The surest and most effective way of drying up that full documentation which all historians desire and on which the writing of good history depends is to lead high public officials to believe that what they put in writing today will be public property in a few months or a few years.

In a paper read at the annual meeting of the American Historical Association last year[7] an eminent American historian quoted a memorandum of Franklin D. Roosevelt to Secretary Hull in which Roosevelt had made the remark that four people cannot be conversationally frank with each other if somebody is taking down notes for future publication. Said our historian of this memorandum, "This attitude of government officials must be overcome if history is ever to be adequately written." It might better have been said, "If this attitude by government officials is ever to *be* overcome, we must assure them that there will be no unseemly violations of the confidentiality of their conversations and messages."

It has recently been pointed out how deeply disturbed Aristide Briand was when he learned in 1930 that Stresemann's papers were shortly to be published. Stresemann had died in 1929. Briand told the German Ambassador in Paris in February 1930 that he found the proposed publication of Stresemann's papers so quickly very disturbing. He said he had conducted his personal conversations with Stresemann on a level of utmost confidence and frankness, and might have said some things that he would not care to see published. "If such a policy is to be followed hereafter," he said, "no statesman would ever dare to speak frankly with a representative of a foreign power. And certainly," said Briand, "this would not be in the interest of mankind." [8]

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[7] Howard K. Beale, "The Professional Historian; His Theory and His Practice," in *Pacific Historical Review*, August 1953.

This, of course, is exactly the point that Roosevelt had in mind in the above-mentioned memorandum. Try as they will, historians will never persuade high public officials that the first and most important responsibility of statesmen is to produce rich, full documentation in order that good history may be written. Documentation will remain a byproduct of statesmanship and will never become an end in itself. The quality of this byproduct will be high only if we are able to allay the fears felt about its use by such men as Briand and Roosevelt.

This is, of course, a big subject and one that cannot be fully developed here. It has been introduced into this discussion only because it has seemed that historians have not been, as they should be, taking thought as to the meaning for their work and for the development of historical research in this country of the fast-growing trend toward the writing of the history of the very recent past. It is because of the fact that the opening for research use of the Roosevelt papers only 5 years after he left office is in so many respects completely unprecedented that we at the Roosevelt Library have become conscious of this lack. Certainly there are no easy solutions to this problem, but certainly it is one that deserves the best thought and closest study that the historical profession can give to it. It is not enough merely to press for free access to all archives and records, wherever they exist, as soon as they have come into existence. New policies and new standards in connection with the use of such archives and records are needed, or historians will inevitably encounter a growing resistance and hostility that can in the long run only be harmful to the cause of historical research. It is to be hoped that this association will play a leading role in assisting in the development of policies in respect to this matter that will be helpful and adequate for the needs of the historical profession.

[8] Felix E. Hirsch, "Stresemann in Historical Perspective," in *Review of Politics*, July 1953, p. 361.

Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

Archivkunde; ein Beitrag zur Theorie und Geschichte des europaeischen Archivwesens, by Adolf Brenneke, assembled and edited by Wolfgang Leesch. (Leipzig, Koehler and Amelang, 1953. Pp. xix, 542, biblio., index. 22.50 Mark.)

This volume, which in its subtitle modestly purports to be a mere contribution to the theory of European archival economy, contains a fairly exhaustive account of European archival developments and thinking. It is based upon lectures and papers left by the late Dr. Adolf Brenneke, who for many years was director of the Prussian Privy State Archives in Berlin-Dahlem. The ideas in these writings, which Brenneke formulated in the course of a lifetime of service as an archivist in Münster, Danzig, Hannover, and Berlin, were worked over by his student Dr. Wolfgang Leesch, and were supplemented in various ways in order to embody views expressed in archival literature appearing since Brenneke's death in 1946.

The volume is prefaced by a short biographical sketch of Brenneke and by a list of his writings. The main body of the book is divided into two parts, the first concerning itself with archival theory, and the second with archival history.

In the part on archival theory are six chapters that deal successively with the basic concepts or terminology of the profession, the types of materials (considered from the point of view of their origins and organization) with which archivists must deal, the problems of accessioning and selection, the development of the theory and science of the profession, the conflict between the subject-matter and the provenance approach in handling archival materials, and the types of archival agencies that have developed in the course of history. Perhaps the most useful of these chapters to an American archivist is the one on the history of archival theory and science. In it is found a discussion of the practical-inductive principles of classification evolved in the sixteenth and seventeenth centuries, the rational-deductive schemes of arrangement developed in the eighteenth century, the conflicting views of the various Prussian theoreticians on the functions and organization of an archival agency, and the development of the principle of provenance with its varying interpretations and applications during the nineteenth and twentieth centuries.

The last of the theoretical chapters relates to the classification of archival agencies into various types. According to Brenneke the objective of archival history and science should be to ascertain how individual documents came into being and were brought together and how they ought to be brought together. Archival history, then, is a history of the form or the manner in which documents were accumulated and maintained. "Structure and tectonic," to use the words of Brenneke, determine the content and the character of an archival agency. The emphasis on the importance of form led Brenneke to formulate certain archival form-types (*Formtypen*) with the help of which he thought the development of archival institutions could be clarified. As a basis for the historical discussions in the second part of the volume, Brenneke developed modes of classifying archival agencies. Thus he grouped such agencies (1) by the origins of their holdings, (2) by the methods or the form in which these holdings had been brought together, and (3) by the organizations represented by their holdings — such as ministerial, provincial, central, or other organizational units.

In the second part of the volume is contained the information developed by Brenneke, and supplemented by Leesch, on the history of archival institutions. Although German developments are perhaps analyzed most thoroughly, attention is also given to those in non-European countries. The first of the chapters in this part relates to archival developments during antiquity and the Middle Ages, the second to those in Germany through 1815, and the third to those throughout the world since the French Revolution. Developments in all European countries, including Soviet Russia, and in Latin America and the United States are covered.

The section relating to the United States contains a fairly well-informed account of the history of the movement for the establishment of the National Archives, and of its organization, principles, and procedures. American archivists will find piquant the reasons adduced for the failure to establish a National Archives until late in the national history of the country. Various organizational changes within the National Archives are correctly analyzed. For example, it is observed that the early functional organization of the agency, with its organizational units for classification and cataloging and the like, resulted in a "kind of division of labor that was suited for purely manual, not for intellectual activities, and led to a duplication of work and to a failure to gain a general or a thorough knowledge of stack contents." Though mention is made of the integration of the National Archives into the General Services Administration, certain of the attendant changes are not understood, such as the role of the National Archives Council, which is no longer existent, which has not reviewed disposal requests of Government agencies for many years, and the regulations of which are no longer binding. The account of the National Archives could have been improved by a review of its issuances of the last few years, which have served to place the agency on a sound procedural and administrative basis. A list of the State archives within the United States is appended. This is grouped into four types: those which are independent State agencies, those which are parts of State libraries, those which are administered by State historical agencies, and those which are attached to other State Government agencies.

A 72-page bibliography is found in the volume. German archivists have a little difficulty with the spelling of American names, as Americans have with the German.

On the whole, this volume should prove very useful to archivists interested in the theory and history of archival institutions. It is a learned work, containing a wealth of information that is assembled in an orderly fashion and presented in a German that is only moderately involved in its sentence structure and terminology.

THEODORE R. SCHELLENBERG

National Archives

Local Records, Their Nature and Care, edited by Lilian J. Redstone and Francis W. Steer. (London, G. Bell and Sons, 1953. Pp. xiv, 246, biblio., index. $5.50.)

This is a scholarly contribution to the literature of archives. Designed to supplement Sir Hilary Jenkinson's standard handbook for the theoretically national level (*A Manual of Archive Administration,* published in 1922, revised in 1937), and written to plumb and interpret the nature and care of the valuable local records south of the Scottish border, the new volume is a culmination of purposeful efforts of the Society of Local Archivists, founded in 1947 and now numbering over 150 members.

The first 8 chapters discuss the local record office as an English rather than a British institution. The duties of the local archivist and his relationship to his employing authority, usually a county council or a borough government, are explained. How the English public library may act as a repository for records is illustrated by 18 examples from around the country; and how regional historical societies or special trustees may have prepared the local field in advance of the professional archivist is admitted. What layout and equipment a local record office needs and what it must have in the way of staff and training are developed. Most of the requirements are distinctively English, which means that they lean in the direction of deep learning, but archivists anywhere may well agree that the archival profession ". . . has demanded, and always will demand a high degree of versatility. In every case, it has required, and always will require, a real interest in the job to be done."

The next five chapters tell about the archivist at work. The injunction to go out and *get* the records is conveyed with due stress on the importance of tactfulness. Some of the essential, or in other words practical, implications of accessioning, classification, and cataloging are explained. The experience of local offices in the successful publishing of documents and pamphlets is set forth as an ideal. Processes, paper stocks, and techniques figure briefly in a chapter on repairs. The exhibiting of documents is considered a profitable factor in the archivist's relations with the public; but too liberal reference service is not advised: ". . . for example, in most record offices documents of a date say later than 1900 cannot be produced for students without special permission."

Then comes the informative heart of the book, 12 chapters that describe in some detail the principal classes of documentary records to be found outside a central depository such as the Public Record Office. The genealogist, the prospective local archivist, the historian, and the just average educated person, be he Britisher or non-Britisher, can find in these chapters simple and able essays covering the following categories: records of quarter sessions and the clerk of the peace, county council records, the archives of the City of London, the archives of London's ancient guilds or city companies, records of county boroughs and lesser boroughs, ecclesiastical parish records, other ecclesiastical records — with a separate chapter on archives of the nonestablished churches, — probate records, estate and family archives, and the archives of businesses and societies. The treatment of maps, plans, and engravings embraces matters of form and custody rather than substance.

The book, itself a testament to the fruits of the spirit, concludes with three short chapters on cooperation: first, as to the links between and among the local record offices; second, as to the relationship between the typical local record office and the British Records Association, the initial sponsor and still the mentor of the Society of Local Archivists; and third, as to the similar yet not redundant aims and methods of the local record office as compared with those of the National Register of Archives.

The volume, which is appropriately indexed, is bound in red buckram, lettered in gold. The reader who opens it will find that the editors, Lilian J. Redstone and Francis W. Steer, have rather well integrated the material and ideas contributed by some three dozen archivists whose names (but not institutional connections) are revealed in a list of contributors. Except in the instance of the introductory chapter, specific authorship is not assigned. Currently chairman of the Society of Local Archivists, Col. William Le Hardy wrote the preface out of his genial store of experience as archivist of Middlesex and Hertfordshire. Anyone interested in the problems and exploration of local archives in England may find useful the 12-page bibliography at the end of the book.

H. B. Fant

National Archives

Bibliographie sélective des guides d'archives; supplément au Guide international des archives, tome I (*Europe*), *1934*, compiled by Robert-Henri Bautier. (*Journal of Documentation*, vol. 9, no. 1, pp. 1-41. March 1953.)

The *Guide international des archives*, vol. 1, *Europe*, was published in 1934 under the auspices of the International Institute of Intellectual Cooperation. It recorded in handbook form the answers to 22 questions put to the archival authorities of the countries of Europe with regard to their holdings and services. Questions 4 and 6 had to do with bibliographical matters, asking respondents to indicate the existence of overall guides and other published finding aids.

The bibliography under review, published in the *Journal of Documentation*, is an attempt to bring the answers to these two questions up to date for the countries of Europe, and to provide comparable information for countries outside Europe for the period 1900 to date. A project of the International Council on Archives, the bibliography deserves a vote of thanks from archivists, librarians, and historians everywhere. It is a thorough-going revision of a provisional edition reproduced by Unesco for the ICA in 1950 under the title, *Répertoire sélectif de guides des archives.* It is issued now under the auspices of the ICA, with acknowledgment to Unesco for financial support in its preparation. M. Bautier, its compiler, has been in a position to draw upon the replies to several questionnaires circulated in the past several years by ICA. But to the data from these, inevitably of uneven character, he has added much information from other sources. The result is a bibliography broad in scope and as nearly current as may be. Entries are given for over 70 countries and territories listed alphabetically, and while there is some variation in terminal dates, a number of imprints of 1952 are listed.

The fact that the United States fell outside the scope of the 1934 edition of the *Guide,* the fact that in 1934 the National Archives of the United States was only getting under way, and the vantage point of the present reviewer combine to warrant special attention to United States entries in this review. The coverage is excellent and as a report of accomplishment might justify something akin to complacency both on the part of M. Bautier and on the part of the National Archives. It is also a source of satisfaction to see an adequate though necessarily brief statement of the work and contribution of the Historical Records Survey.

Inasmuch as the bibliography is intended to cover the period 1900 to date, attention should be called to the omission of several items published in the pre-1934 (and pre-National Archives) period, now largely superseded but of very great significance historically. The landmarks of 1904 and 1907 — the two editions of Van Tyne and Leland's *Guide to the Archives of the Government of the United States in Washington* — should not fail of notice, nor should Leland and Mereness' *Introduction to American Official Sources for the Economic and Social History of the World War* (1926). Parker's *Calendar of Papers in Washington Archives Relating to the Territories of the United States (to 1873)* (1911), published under Carnegie Institution auspices, might also be cited. And a much more recent publication, also privately produced, might well be listed — Billington's *Guides to American History Manuscript Collections in Libraries of the United States* (1952), reprinted from the *Mississippi Valley Historical Review,* December 1951. Billington's interest is manuscripts, as distinguished from archives, but he lists a few publications of archival agencies. His inclusion in Bautier's compilation would seem further warranted by the complexities of the archival situation in a federal union, and also by the fact that the distinction between archives and manuscripts is not so rigorously observed, so far as accessioning policy is concerned, in Europe as in the United States.

It is perhaps a little ironic that despite the international character of its sponsorship, the bibliography omits notice of several recently published finding aids to materials in the Archives of the United Nations, including its *Union List of UNRRA Film* (1949).

One suggestion would appear to be in order with regard to editorial practice. In a bibliography of this length, the numbering of the items is to be strongly recommended, since it facilitates the use and identification of items.

M. Bautier and the ICA have produced a valuable reference work. It should be appraised as a greater contribution than its title as a "supplement" to the 1934 *Guide* might imply, since it covers a vastly broader area and a period in which the pace of activity of archival agencies and professional archival associations has been generally accelerating.

Lester W. Smith

National Archives

Guide to the Manuscript Collections in the William L. Clements Library, compiled by William S. Ewing. (Ann Arbor, Clements Library, 1953. Pp. ix, 548, index. $4.)

The appearance of this new and revised *Guide* is very welcome; not only are copies of the first edition now hard to buy, but information is wanted about the library's newer accessions. While filling this need Mr. Ewing and his associates have produced an invaluable guide in itself but have admittedly not supplanted the 1942 edition, completed by Howard Peckham. In the first edition considerably more biographical and descriptive material was included than appears in the present edition; accordingly cross-references are made "to Peckham's guide for fuller discussion" whenever there is an earlier listing.

This edition appears in plain blue binding, is photo-lithographed and has no illustrations — quite a contrast in appearance to the first edition, but offered at a modest price. A preface by Colton Storm includes a chronological and topical description of the manuscript collection as a whole — the larger groups and some notable small collections. The text describing the collection fills 317 pages; this is followed by a name index of 229 pages.

The text follows the condensed style that has become standardized for describing manuscript holdings; when the National Register of Manuscripts becomes a reality these entries may be recorded there intact. The typographical makeup allows each collection to be easily located and read. Entries are arranged alphabetically and numbered, 304 in all, as compared with 172 in the first edition. A few of the additional entries were made by a division of items previously listed together; others represent accessions since 1942.

Each entry gives the name assigned to the collection, (1) the person, family, government agency or corporate body by or to whom the papers were written, or (2) the collector, when known, or (3) the subject of anonymous collections or works. When collections are entered under the name of a person, the years of his birth and death are given, and that is the extent of the biographical information. The size of the collection is given in linear feet of shelf space occupied; if less than one foot, the number of items is given. Subject matter is described, and appropriate cross-references are made to other entries. Publications based on papers, published texts, and mention of items in sales catalogs are listed. Finally, the names of writers of letters and authors and signers of documents are listed alphabetically — this may run from half a dozen names to 20 pages set in double columns.

Within the limits of style and content that the compilers of this edition have set for themselves, scarcely any adverse criticism can be offered. In the references to Peckham's *Guide* inclusion of the earlier entry number would have been useful. There is no clue to the library's map holdings, and the article in Peckham's *Guide* will not, of course, cover the recent acquisitions. But these matters are of small importance beside the great achievement of an up-to-date and comprehensive guide to the Clements collection.

MARGUERITE PEASE

University of Illinois

A Guide to the Principal Sources for Early American History (1600-1800) in the City of New York, by Evarts B. Greene and Richard B. Morris. (2d. ed., rev. by Richard B. Morris. New York, Columbia University Press, 1953. Pp. xxxvi, 400. $10.)

This volume, which replaces the first edition of the *Guide* published in 1929, will be welcomed by archivists and historians since it brings up to date (if only temporarily) the information on manuscript holdings of New York City institutions in the field of American history before 1800. As in 1929 there was no comparable work for any other American city, so today this *Guide* is still unique and of special value. Part 1 on printed sources and part 2 on manuscript collections (section A: general and political material; section B: special topics, viz., American law, land systems and land enterprises, American business, ecclesiastical history, and the history of culture) in the new edition are identical with those in the first edition and were evidently reproduced by photo-offset. If the latter statement is correct, the list price of this book is excessive. Part 3, which contains the new material of the revision covering 40 pages, is concerned almost exclusively with manuscript collections acquired during the past 20-odd years. Since it is organized under the same topical scheme as part 2, the user may conveniently refer from the one to the other.

Archivists will be glad to find recognition of their work in a brief essay at the beginning of part 3 (pp. 331-333) on "Recent Inventories of the Public Records." Mr. Morris points out the importance of the early Federal records listed in the *National Archives Guide* (1948) and discusses the valuable work of the Survey of Federal Archives and the Historical Records Survey as revealed in their published and unpublished inventories. He writes with first-hand knowledge and appreciation, for he was director of the Survey of Federal Archives in New York City and Long Island and much of his historical writing is based on research in the public records. The subdivisions on law and land under "special topics" in both part 2 and part 3 are especially rich in archival material; the frequent association of public with private papers is well illustrated in various references to the James Duane papers in the *Guide.* Mr. Morris also comments on the progress made during the past decade in microphotographic reproduction of historical records.

The results of manuscript collecting by New York City institutions since the first edition of the *Guide* was published are amply shown in part 3. Most extensive are the acquisitions of the New York Public Library, the New-York Historical Society, Columbia University, and the Morgan Library, which have broad fields of interest; but scholars are increasingly aware that specialized libraries often possess some of the choicest nuggets. The directory of institutions, which appears at the end of the introduction to the second edition, includes 10 organizations not previously listed. Among recent manuscript accessions are correspondence and other papers of De Witt and George Clinton, Thomas Jefferson, Edmond Genêt, Philip Livingston, the Otis Family, Benjamin Van Cleve, and George Washington — to mention only a few of the larger collections. Of special interest are two diaries of Washington, one of 1795, "missing" in Kilpatrick's edition, and the other of 1798, formerly in private hands — both now in the Columbia University Library. Numerous single manuscripts are listed, evidently acquired individually, and the size of most collections is given. The wealth of material, now made better known for research, can only be hinted at in this review.

In his preface Mr. Morris pays tribute to the late Evarts B. Greene, who conceived the original project. In turn, it is entirely fitting that Richard B. Morris should receive our commendation for carrying to completion this expanded new edition.

Lester J. Cappon

Institute of Early American History and Culture

An Introduction to the History and Records of the Court of Wards and Liveries, by Henry Esmond Bell. [Cambridge Studies in English Legal History, edited by H. A. Holland.] (London, Cambridge University Press, 1953. Pp. x, 215, biblio., appendix, index. $6.)

This publication is an eventful contribution to both the legal and archival professions. The Cambridge Studies has sponsored more than a dozen such scholarly works relating to the documentation of English legal history since its inception in 1921 under the editorship of H. D. Hazeltine. The latest book by Mr. Bell, a fellow of New College, Oxford, and a former member of the staff of the British Public Records Office, fills a significant gap in the history of English legal institutions. For some reason the famed Selden Society seems to have virtually ignored this important court in its publication programs. This apparent lack of interest is somewhat difficult to understand when one considers that the land-tenure law of so much of the world still evidences the impact of the other related but perhaps better known legal institutions associated with the development of the common law. Witness, for example, that famous landmark of the law of real property, Tyrrel's Case, wherein it was held in the Court of Wards in 1557 that the Statute of Uses did not cover a use upon a use.

As its title indicates, this volume serves a dual purpose. It is essentially an authoritative, detailed reference commentary on both the history of the Court of Wards and Liveries and its records. Although not a lengthy volume, it does not make for light or casual reading. The author has in fact prepared a text which is clearly a monument to the scholarship of detail and which accurately and definitively recounts the complex story of the feudal incidents of primer seisin, wardship, marriage, and fines for alienation or livery of seisin, which the court helped convert into financial exactions for the benefit of the King. The first eight chapters, devoted to the history of the court, cover its origins in the efforts of the Crown to increase its revenues from the fines for livery of seisin and the sale of wardships of lands held in chief after the passage of the Statute of Uses, its officers and the extent and nature of its revenues, its mode of operation and burden of responsibility, and the landowners' agitation against the court, which culminated finally in its elimination under the Statute for the Abolition of Military Tenures in 1660. The last two chapters deal with the site and buildings of the court and the disposition and treatment of its records after the abolition. These chapters are interrelated and, together with chapter 5 on the administration of livery and wardship, will be of primary interest to archivists. The reader will find therein, among other things, one of the finest chapter-and-verse indictments of official negligence and public indifference concerning the fate of important documentation of public policy. No detailed description of the surviving court records is included, for this information is available in British Public Record Office lists and guides, including one compiled in 1937 by the author.

In short, it can be fairly said that the author has furnished interested scholars with more than his modest title claims and more than could ordinarily be expected from a study of this scope. Many a modern layman, sorely beset with his share of astronomical taxes, could read with real interest and entertainment Mr. Bell's very lucid account in chapter 5 of the brutally efficient collection of these early precursors of today's estate and inheritance taxes.

Raymond P. Flynn

National Archives

Retention and Preservation of Records With Destruction Schedules. (rev. ed., Chicago and New York, Records Controls, Inc., 1953. Pp. 38. $3.)

Recent articles appearing in the *American Archivist* and various business magazines clearly emphasize the continuing importance of records management in both government and industry. This is further indicated by a recent survey, the results of which were published in the *New York Times,* showing an increase of 50% in the number of consulting organizations concerned with records and other management problems during the last decade. Equally indicative is the number of private concerns and government agencies which have recently undertaken the installation of records programs. Few books have been written concerning this problem, and the many articles and pamphlets currently appearing on the subject are entirely too general. There still exists a great need for comprehensive materials which will collate the data already gathered.

Records Control, Inc., has made a sincere endeavor to present a publication of benefit to records managers and other persons interested in record keeping. Although it succeeds in stressing some of the essentials for proper maintenance of records, it adds little that is basically new. Much of the material presented can be found in Bertha Weeks' *How to File and Index. Retention and*

Preservation of Records extracts records programing from that book, and thus provides a concise and well-organized report of current practices and laws affecting records retention as well as recommendations for the retention of business records not specifically governed by Federal and State regulations. The report also discusses other important aspects of record keeping, such as the applications of microphotography, storage methods for noncurrent records, and the preparation of retention schedules.

One important omission, however, is the writers' failure to mention the latest trend in records storage: the use of low-cost records centers equipped with steel shelving and specially designed cardboard containers. It is through this method of housing records that the most startling savings have been realized, with corresponding gains in protection and efficiency. Neglecting to consider this factor invalidates to a large extent the figures presented in analyzing the comparative costs of microfilming and storage.

The authors have also reduced the effectiveness of this publication by limiting its coverage. Unfortunately, it is aimed solely at private industry, and little if any thought has been given to the records maintained by State and local governments. Public officials, therefore, will find little in the report that can be applied to their own records problems.

Despite these shortcomings, I would recommend this report for inclusion in a records research file because it reaffirms the importance of records management and clearly defines the factors for reviewing records problems. Considered as an orientation to the field, the report can be accepted as a worthwhile contribution.

William Benedon

New Jersey Department of Archives and History

Archivalische Zeitschrift, vol. 48, edited by Ignaz Hösl. (München, Verlag von R. Oldenbourg, 1953. Pp. 240.)

This third postwar annual volume is the first which has been received for review, and it is the last which will be edited by Dr. Ignaz Hösl, retired *Staatsarchivdirektor,* whose health has compelled him to resign. The reappearance after a lapse of 11 years (1939-50) of so important a professional vehicle as *Archivalische Zeitschrift* is not lightly to be passed over, and this notice, therefore, must give considered attention to volumes 46 and 47 as well as volume 48.

Although material sufficient to fill a complete volume was at hand by the end of 1939, and although a friendly interest in the revival was evidenced by the American Military Government, still this periodical rose from amidst the ashes 5 years (the foreword to volume 46 is dated May 1950) after cessation of hostilities. In the interim its sister journal, *Zentralblatt für Bibliothekswesen,* had resumed publication in 1947 (see *American Archivist,* 11: 167-170, 370-373) and the new periodical, *Der Archivar,* started in 1947 (see *ibid.,* 11: 72-74, 261-263) had made a good showing. For one thing, the *Archivalische Zeitschrift* had to find a new publisher to replace the firm of Theodor Ackermann, which had published it for nearly 60 years. The editor wisely chose not to use only his "any day" material in volume 46 (xii, 230 p.), but to give space to much that reveals its contemporaneity. For example, there is the necrology of Fritz Gerlich, *Staatsarchivrat* at Munich, who died in Dachau in July 1934; an article by Anton Schmid on the Bavarian archives in the Second World War (pp. 41-76); a shorter paper by Heinz F. Deininger on the wartime and postwar fate of the Augsburg archives (pp. 182-192); and a contribution by Rudolf Holzhausen, who has written on the same theme elsewhere (*Europa-Archiv,* 4: 2585-2590), on the sources for research in the history of the Third Reich (pp. 196-206). Articles on *Archivpflege* in Bavaria (pp. 77-92), the new arrangement of the Privy State Archives at Munich (pp. 104-124), the history of the family archives of the Counts von den Leyen (pp. 125-173), and the like, together with reviews of two books, both German, complete the volume, which meets the standards of format, size, typesetting, and content that one associates with the *Archivalische Zeitschrift.*

Volume 47 (1951) devotes pages 1-227 to articles and pages 229-242 to reviews of seven German or Austrian imprints. The writers frequently are not Bavarian, and in two instances they are not German but Austrian. Articles most likely to interest American archivists are those by Walter Goldinger on Austria and the opening of the Vatican archives (pp. 23-52); Heinz Lieberich on legal questions associated with copying in archives (pp. 53-78); Lisa Kaiser on records disposal in Sweden (pp. 113-134); Bernhard Vollmer on photography and microphotography as auxiliary aids to archives (pp. 211-215); and Hermann Kownatzki on limits to the principle of provenance (pp. 217-220). Vollmer's paper synthesizes the accepted arguments, pro and con, on photographs and microfilm; and Lieberich examines, almost entirely in relation to German law, many aspects of the question, "Does archival material provide the basis for copyright?" (He concludes that it does only in so far as it is the product of intellectual activity!) Kownatzki argues, as others did several years earlier (see *American Historical Review,* 34:55-57), that archives should largely travel with the people at the time of mass migration or deportation because archives largely belong to the living people and not to the "dead space" which these people once occupied.

Volume 48, delayed a half-year because of financial difficulties, devotes 35 pages to reviews of 33 titles (a generous third of which are French or Austrian), several pages to necrologies, 40 pages to the histories of three monastic archives, 44 pages to the annotated publication of complete texts of documents from the archive of the Counts of Rechteren-Limpurg relating to the outbreak of war in 1615, 37 pages to an intensive study of the correspondence between Elisabeth of Braunschweig-Lüneburg and Albrecht of Prussia from the point of view of diplomatics and archival practices, and to the *pièce de résistance* of the volume, a monograph by Dr. jur. Joachim Meyer-Landrut entitled "Die Behandlung von staatlichen Archiven und Registraturen nach

Völkerrecht," pages 45 through 120. This last, which cannot be summarized adequately here, and which — along with less extensive papers that have preceded it — should be treated in a separate review, is divided into two major parts: the revindication of archives removed contrary to law in time of war, and the legal status of archives and registries in successor states. Dr. Meyer-Landrut's remark, ". . . the Allies also have, in numerous instances since 1945, removed historical archives from Germany," is backed up only by a small listing and the added statement, ". . . this enumeration of requisitioned and removed records and archives is by no means complete. It is entirely possible that additional German records are in Allied hands." As to the present situation in the East, the author says, ". . . the complete 'de-Germanization' of the eastern provinces is the primary purpose of the occupation policy in these areas" and concludes that this fact must not be overlooked in decisions concerning disposition of archives.

Jointly and severally these volumes illustrate continuation of the prewar policy of publishing as much on phases of German history as on the theory and practice of archival administration. One effect of the times, perhaps, is the publication of an article that had been prepared (but could not be published) as a brochure in 1941, of another that is one chapter of a dissertation, and of a third (Meyer-Landrut's) that is the full text of a dissertation.

LESTER K. BORN

Library of Congress

De Rijksarchieven in Nederland, by D. P. M. Graswinckel and staff. (The Hague, Ministerie van Onderwijs, Kunsten en Wetenschappen, 1953. Pp. vii, 404, index.)

On numerous occasions the desire had been expressed by leading Dutch archivists that a general guide to the 11 collections preserved under the auspices of the national government be issued. But not until it was announced that the Second International Congress of Archivists would be held in the Netherlands in 1953 did the plan materialize. Dr. R. C. Bakhuizen van den Brink in 1854 published the first volume of a work that was to have become the first general guide, and Prof. R. Fruin in 1927 issued the guide for the central collection in The Hague, which was followed in 1932 by an English translation. In 1927 a similar guide appeared for the provincial collection of Gelderland in Arnhem, and in 1933 another work dealing with the archives maintained by the national government in Haarlem, the capital of North Holland. But that was the total, according to Dr. Graswinckel's preface to the present volume. He was thinking of general guides, not the many detailed accounts prepared by a large number of competent archivists which referred to particular sections of national archives or to provincial or municipal archives.

The first three chapters of the work under review deal with the *Algemeen Rijksarchief* in The Hague, which contains documents concerning the nation as a whole. In the first chapter the valuable archives of the States-General from 1576 to 1796 are briefly mentioned, besides the archives of the Dutch East India Company and the Dutch West India Company. Of great importance also are the documents which refer to Dutch commerce in the Near East and the Mediterranean ports. The second chapter is concerned with the second section of the General Archives, namely, the material dealing with events after 1795, when the provinces were relegated to a subordinate position and the federal state ceased to exist. But in the second section are found many papers dealing with colonial affairs, and for this reason they belong to the first section. In the third chapter the papers dealing with the province of South Holland are listed. This is the only province that does not have a separate building for the documents concerning merely provincial affairs. Unfortunately the lack of space in the building called the General Archives in The Hague has made it necessary for the national government to open another building situated at the little village of Schaarsbergen near Arnhem. Here are stored most of the departmental papers to 1910.

The remaining 10 chapters are devoted exclusively to archives of the other 10 provinces: Noordbrabant at 's-Hertogenbosch, Gelderland at Arnhem, Noordholland at Haarlem, Zeeland at Middleburg, Utrecht at Utrecht, Friesland at Leeuwarden, Overijsel at Zwolle, Groningen at Groningen, Drenthe at Assen, and Limburg at Maastricht. In each case a useful introduction informs the reader about the history of the local building and collection of documents and mentions the name of the archivist who prepared for the collective work his particular account. Great care has been taken to indicate how many of the manuscript lists of documents have been published and where the printed inventories may be found. But the reader is not told where any of the original documents have been published. The order in which the 10 provinces are listed may seem puzzling to foreigners; even many Dutch scholars will also express some surprise. The historian might add that Brabant was the chief duchy in the Low Countries, while Gelderland was the other duchy. North Holland was part of the County of Holland, which used to rank with Flanders.

All readers will be very grateful for the excellent and comprehensive index (pp. 359-396) ; they will also appreciate the notes which explain the nature of certain inventories and of the most complicated provincial governments, as in the case in Gelderland (p. 143).

Albert Hyma

University of Michigan

Annual Report of the Librarian of Congress for the Fiscal Year Ending June 30, 1952. (Washington, Government Printing Office, 1952. Pp. xx, 192. Charts and tables.)

Of particular interest to archivists in the 1952 report of the Librarian of Congress is the description of the steps taken to preserve the original Declaration of Independence and Constitution of the United States prior to their transfer from the Library of Congress to the National Archives.

During the American Revolution the Declaration was moved eight times, as the capital was variously in Philadelphia, Baltimore, York, Princeton, Annapolis, Trenton, and New York. The Constitution, with the Declaration was placed in custody of the Department of State in 1789. Both were moved to Philadelphia in 1790 and to Washington, the new capital, in 1800. Just missing destruction in the War of 1812, they were deposited at Leesburg, Virginia. The Declaration was later exhibited in Washington and at the Centennial Exhibition in Philadelphia in 1876.

In 1921 President Warren G. Harding ordered the documents moved to the Library of Congress as a "safe, permanent repository." On February 28, 1924, an appropriate solemn ceremony, devoid of rhetoric or oratory, marked the occasion of the placing of the two documents in their sanctuary.

In his speech of February 8, 1932, at the laying of the cornerstone for the National Archives building, President Herbert Hoover said: "There will be aggregated here the most sacred documents of our history, the originals of the Declaration of Independence and of the Constitution of the United States." The large semicircular exhibition hall in the National Archives Building had been designed to house these documents, but they were not to be enshrined there until December 15, 1952.

On Constitution Day, September 17, 1951, a ceremony to mark the completion of the preservative measures for the two documents was held at the Library with President Harry S. Truman and the late Chief Justice Frederick M. Vinson speaking and with Dr. Herbert Putnam, Librarian Emeritus, Luther H. Evans, Librarian of Congress, the chaplains of the Senate and House, and Dr. Edward U. Condon, head of the National Bureau of Standards also participating. On June 6, 1952, the records of the Continental Congress and of the Constitutional Convention were transferred to the National Archives. The final act took place on Bill of Rights Day, December 15, 1952, when the Declaration and Constitution were enshrined in the Archives.

The National Bureau of Standards was consulted by the Library in 1940 as to the best means of preserving the two manuscripts for future generations. The Declaration especially showed signs of wear and tear. It was engrossed on inferior parchment and had been weakened by exposure to harmful heat and light. Circular No. 505 of the Bureau of Standards describes in detail the methods of preserving the documents. Sealed in 25 x 31 inch slabs of Thermopane, a strong insulating glass, the documents are in enclosures filled with helium, properly humidified, to prevent oxygen and impurities from damaging the parchment and to protect the documents from molds or insects. A special nonacid backing paper of pure cellulose is put behind each sheet of parchment to counteract any temperature change that might alter the humidity. As an added precaution, two leak-detector cells are sealed into the brass rims of the enclosures. A yellow filter glass reduces the harmful light rays almost 100 percent.

The balance of the Librarian's report maintains its usual excellence and furnishes the archivist through tables, charts, and reports, needed facts about the growth of the Library of Congress and its many unique collections and departments.

RAYMOND B. CLARK, JR.

Winterthur Program Fellow
University of Delaware

Guide to the Manuscript Collections in the Library of the Ohio State Archaeological and Historical Society, by Elizabeth C. Biggert. (Columbus, Ohio, Ohio State Archaeological and Historical Society, 1953. Pp. x, 153, index. $1.50 paper, $2.50 cloth.)

Guides to important manuscript collections such as this are welcome to historian and archivist alike, as long-desired tools. Archivists, however, are more concerned with the technical limitations adopted by compilers in order to achieve a finished product, and should be interested in Miss Biggert's excellent plan. She has divided the entries for record groups in two alphabets, one for 114 account books and one for 1,014 general collections. The basis of the entry is the author, if there is but one; otherwise, the provenance. The descriptive entry for the record group characterizes types of records and subjects and provides overall dates. For individuals, Miss Biggert often adds biographical data of use in appraising the content of records. The size of collections is indicated by the number of boxes, volumes, or pieces.

The key to this guide is its careful index. Most headings are specific, although some general subjects are used, such as "diaries" and "travels," etc. Specific indexing produces the major limitation of the guide. In the case of geographical entries, as Miss Biggert points out in her introduction, items relating to Ohio counties or townships may have been indexed under the name of a town, if it has more than 1,000 population. Actually, this policy extends to out-of-State material. Under 31 State and 14 foreign entries, 140 references are listed. In a simple check, 206 additional references to materials outside of Ohio appeared only under names of specific towns such as "Springfield, Mass," while there were no entries for 8 States and 7 foreign subjects for which 24 references were found. For Pennsylvania, 38 out of 40 entries are buried under the names of towns. Indiana, Kentucky, Virginia, Massachusetts, Connecticut, and New York also have numerous buried entries. The fact that there are 370 geographical entries for places outside of Ohio suggests the need for nationwide geographical guides for each State and country to manuscript sources scattered in collections throughout the land.

Guides naturally reflect the character of a collection. An analysis of the first 400 entries reveal 11 entries prior to 1800. From 1800 to 1825 there are 79 entries, and for the twentieth century, 81. Of the latter, 1 autograph and 1 business collection cover the history of the State; 7 reach back before 1825, 18 to the period between 1825 and 1880, and 12 begin in the 1880's or 1890's. On the other hand, three-fourths of the entries relate to the period 1825-1880 alone, with special emphasis on the Civil War.

In her introduction Miss Biggert points out some of the outstanding collections, such as those of John Brown and Jay Cooke. She reports the omission of single letters and copies of known records. Entries are included for the archives of the Northwest Territory, and the official correspondence of the Governor is listed in each instance under his name along with any private family papers. There are entries for county records, and occasionally private collections contain official records. The value of this guide will be demonstrated in time by the issuance of a revision.

David C. Duniway

Oregon State Archives

W. J. BARROW

Document Restorer

State Library Building

RICHMOND 19, VA.

News Notes

MARY C. LETHBRIDGE, *Editor*
United States Information Agency
Assisted by ROY HART
National Archives

SOCIETY OF AMERICAN ARCHIVISTS

A list of committees of the Society, with their current chairmen, was published in the January 1954 issue of the *American Archivist*. There is printed below the complete membership of committees as reported to the editor on February 15.

Committee on Bibliography. Lester W. Smith, Chairman; Edna L. Jacobson, Ernst Posner, Alice E. Smith, Lester K. Born.

Committee on Archival Buildings and Equipment. Victor Gondos, Jr., Chairman; Everett O. Alldredge, W. Frank Burton, Jr., Leonidas Dodson, Gust Skordas.

Committee on Auditing. Elizabeth Biggert, Chairman. [Other members to be named later.]

Committee on College and University Archives. Henry J. Browne, Chairman; Mrs. Edith M. Fox, Jacqueline Bull, Gaston Litton, Clifford Shipton, Lewis G. Vandervelde, Leonidas Dodson, Dwight Wilson.

Committee on Local Arrangements. Lester J. Cappon, Chairman; Lynette Adcock, Mrs. John Creasy, Herbert L. Ganter, William G. Harkins, Mrs. Luta Sewall.

Committee on Program, 18th annual meeting. Morris L. Radoff, Chairman; Oliver W. Holmes, W. Frank Burton, Jr., Richard Ruddell, Arthur Pierce Middleton, Irving Zitmore.

Committee on International Relations. Lester K. Born, Chairman; Robert Claus, Oliver W. Holmes, Ernst Posner, Fred W. Shipman, Marie C. Stark, William J. Van Schreeven.

Committee on Labor Union Archives. Paul Lewinson, Chairman; Mrs. Leone Eckert, Mrs. Roger Thomas.

Committee on State Records. David C. Duniway, Chairman; Mrs. Mary G. Bryan, Henry H. Eddy, Morris L. Radoff, Mrs. Dolores C. Renze.

Committee on Membership. Mrs. Dolores C. Renze, Chairman; Mrs. Beatrice Decker, Rodney K. Waldron, Philip C. Brooks, Andrew H. Horn, William G. Peterson, Donald F. Danker, John W. Gross, Mrs. Winnie Allen, Virgil Bedsole, Mrs. Miriam W. Braddock, Vernon H. Beal, William T. Anderson, Charles E. McCusher, D. L. Corbitt, Daniel F. Noll, Herbert A. Fine, Herbert H. Fockler, Vernon B. Santen, Leonidas Dodson, Mary T. Quinn, John L. Donovan, Jr., George W. Spragge, Lionel Croteau, Lewis H. Thomas, Lester K. Born.

Committee on Microphotography. W. Frank Burton, Jr., Chairman; Mrs. Mary G. Bryan, Mrs. Dolores C. Renze, Charles W. Dickens, Irving Zitmore, Mr. Garner.

Committee on Nominations. Christopher Crittenden, Chairman; Philip C. Brooks, Robert W. Lovett.

Committee on Professional Standards. Solon J. Buck, Chairman; Philip C. Brooks, Margaret C. Norton, Christopher Crittenden, William D. McCain, Waldo G. Leland.

Committee on Municipal Records. Richard Ruddell, Chairman; Thomas Amelia, Vernon L. Beal, J. E. Boell, Beatrice Decker, Charles E. Hughes, Jr., James Katsaros, Orval O. Liljequist, Mrs. Elleine H. Stones.

Committee on Business Records. Chester C. Conner, Chairman; J. N. Osterlund, Henry E. Edmunds, Irving Zitmore.

Committee on Church Records. Edmund L. Binsfeld, Chairman; Nelson E. Springer, Mabel Deutrich, Worth M. Tippy, Honorius Proost, Arthur J. Riley.

Committee on Audio-Visual Records. Mrs. Hermine M. Baumhofer, Chairman; Owen W. Bombard, Forest L. Williams, David C. Duniway.

Committee on Archives and Office Technology. Herbert E. Angel, Chairman. [Members to be noted in July 1954 issue.]

Joint Committee on Historical Manuscripts (with the Library of Congress and the American Association for State and Local History). Philip M. Hamer, Chairman; Lester J. Cappon, Lucile Kane, Mrs. Edith M. Fox, Alice Smith, Dorothy Barck.

The following perons have, by action of the Council, been elected to membership in the Society:

Eugene Albamonte, Howard V. Baute, Thomas E. Blades, Robert R. Bolton, Howson W. Cole, Irvin L. Doenges, Melvin E. Dorenbaum, Carl N. Everstine, William S. Ewing, Mrs. Catherine I. Harrison, Francis J. Heppner, Charles M. Hipolite, Vincent G. Hyland, James Katsaros, Mrs. Valentine Lansrud, Rev. Joseph F. Libert, Mrs. Olive Keller Liebman, Charles E. McCusker, William L. McDowell, Jr., Mrs. Jessie T. Midkiff, Mrs. Mabel P. Milstead, John F. Montgomery, Jr., Frank E. Nelson, Mrs. Margaret V. Nester, Harold F. O'Neil, J. N. Osterlund, Carl W. Sawyer, Carl Scharf, Ralph Siegel, Irene M. Strieby, Mrs. Mary K. Stuart, Forest L. Williams, Gordon L. Williams, and Henry A. Williamson.

NATIONAL ARCHIVES AND RECORDS SERVICE

The National Archives has issued a revised and enlarged *List of National Archives Microfilm Publications.* This 98-page publication lists Federal records of high research value that are now available on microfilm to scholars, research institutions, and the general public at moderate cost through the National Archives microfilm publication program.

Many of the most significant older records of the Federal departments and agencies are included in the new list. The several hundred microfilm publications described provide basic documentation for research in United States, European, Far Eastern, and Latin American history as well as in local history and genealogy. Also listed are materials for research in economics, public administration, political science, law, and ethnology. The microfilms contain explanatory notes and other information intended to facilitate their use.

More than 4,600 rolls of microfilm, containing reproductions of over 3 million pages of records, are now available under the program. Public demand for microfilm publications is shown by the fact that copies have been sold in 45 States and 19 foreign countries and in Hawaii, Puerto Rico, and Guam.

The *Annual Report on the National Archives and Records Service* (from the Annual Report of the Administrator of General Services) for the year ending June 30, 1953, has just been published. Finding aids recently issued include preliminary inventories of the regional office records of the National Resources Planning Board and of the records of certain committees of the House of Representatives investigating the disposal of surplus property, 1946-48. A limited number of the publications mentioned above are available on request from the Exhibits and Publications Section, National Archives and Records Service, Washington 25, D. C.

Dr. T. R. Schellenberg, Director of Archival Management at the National Archives was awarded a Fulbright grant to lecture in Australia during 1954. He is now conducting a seminar on records and archival management in Canberra; and his program includes discussions with state government officials, librarians, and archivists in Perth, Adelaide, Hobart, Melbourne, Sydney, and Brisbane. On his return from Australia Dr. Schellenberg will visit archival agencies in India, Pakistan, Switzerland, Austria, Germany, France, and England.

Under the Point IV program, the Foreign Operations Administration is sending Philip C. Brooks, chief of the Federal Records Center, San Francisco, to Panama as a records management specialist. Dr. Brooks will be on loan from General Services Administration until July 1954. His assignment is to advise the government of the Republic of Panama on its records program and to initiate a training program in this field. Through a contract arrangement between the University of Michigan and the University of the Philippines, FOA also has sent a records management consultant to the Philippines. Thomas J. Pugliese, records officer of the Atomic Energy Commission, began a 3-month assignment with the Philippine University Institute of Public Administration in January.

Records Engineering, Inc., which was awarded a contract last July to conduct a survey of Government microfilming operations and programs, has submitted its findings and recommendations to the General Services Administration. In a summary report, published in early March, Records Engineering recommended a Government-wide microfilming control program, which the firm believes will result in annual savings of $2,400,000. These savings would flow from improvements in utilization of microfilm equipment, reductions in the cost of operating cameras and readers, and the substitution of low-cost storage for records unsuited technically and economically for microfilming. Because the Federal Records Act of 1950 has no specific provision for the regulation of Federal microfilming programs, the report recommends that GSA be authorized to approve microfilm projects, review requirements, assure full use of microfilm equipment, and establish filming standards.

Approximately 230 microfilming projects were reported on during the survey by Records Engineering. Some interesting statistics are given in the summary report:

> Federal microfilm operations in 1953 cost $4,848,342.
>
> Federal agencies own 785 cameras, 485 readers, and 791 pieces of equipment acquired at cost of $2,494,375.
>
> Federal agencies rent 522 cameras and other equipment at annual cost of $270,000.
>
> Federal agencies filmed nearly 1 billion images in 1953, requiring 400,000 reels, including duplicate film.
>
> Federal film projects ranged in cost from 79 cents per 1,000 images (nonpermanent film, check-size, no preparation) to $390 per 1,000; but the typical cost averaged around $20 per 1,000. Records Engineering thinks an acceptable range should be $2.50 to $7.50.

In contrast with microfilming costs, the survey report points out that records can be safely preserved in Federal Records Centers in their original form for at least 20 years and up to 60 years, before the cost of maintaining them equals the expense of microfilming. A file cabinet of records can be kept in a center for 10 years for $36, while microfilming them would probably cost $240.

A limited supply of the summary report on Government microfilming is available from GSA's Office of Management, Printing and Distribution Branch, Washington 25, D. C.

LIBRARY OF CONGRESS

A significant addition to the Library of Congress aeronautical manuscript collections was made by the gift of the Frank Samuel Lahm Papers. Lahm, an American businessman and diplomat, was influential in establishing the European reputation of the Wright brothers and the validity of their claims to having made long flights in 1904 and 1905. His papers consist of about 150 letters; logs and barograph records of his own balloon ascensions; three albums of clippings; six typescript chapters of his unfinished book on the history of aeronautics; and a few souvenir items, such as post cards dropped from balloons during famous flights.

The Library has received the first shipment of a valuable collection of the papers of Harry A. Garfield, former president of Williams College and a son of President James A. Garfield. The gift of his heirs, the papers received consist of some 58,000 items, including correspondence, addresses, reports, diaries, scrapbooks, and printed matter. During World War I Dr. Garfield was called away from Williams College to head the United States Fuel Administration, and correspondence and other papers from this period are included as well as a large number of reports, recordings, and scrapbooks relating to the Institute of Politics at Williams, which he helped to found. When these papers have been processed, they will be available for use by special permission, which should be requested through the chief of the Manuscripts Division.

The first part of an extensive collection of Glenn Miller's musical manuscripts, including his arrangements of popular songs and other materials such as correspondence, recordings, case histories of motion pictures about him or in which he appeared, and photographs, has been given to the Library by his widow, Helen D. Miller.

Charles B. Curtis of Litchfield, Conn., has added 15 documents of Andrew Ellicott (1754-1820) to the collection of Ellicott papers he had previously presented to the Library. The most extensive manuscript in the group is a 46-page report prepared in October 1819 by Samuel Tuttle, who was assistant to Ellicott as United States Astronomer in running the boundary line between the United States and Canada under the fifth article of the Treaty of Ghent.

Susanna Preston Shelby Grigsby has given to the Library some 2,500 papers, 1738-1865, of the Shelby family. The earliest papers are business and military records of Evan Shelby, prominent frontier leader. Most of the collection, however, centers about his son Isaac Shelby (1750-1826), first Governor of Kentucky. Consisting chiefly of correspondence, the papers illustrate Isaac Shelby's public career from the time he was a young deputy sheriff in Frederick County, Md., until his death. Documents relating to the settlement of his estate and papers of his son Alfred make up most of the later material.

Personal papers and materials assembled by Thomas Čapek, noted American-Czech scholar and author, have been presented to the Library by Mrs. Čapek. The material reflects Čapek's lifelong interest in Czech immigrants to the United States and their life in this country. Besides his extensive correspondence with Czech immigrants, the collection contains a variety of material that Čapek assembled. Included are genealogical papers relating to Augustin Herrman of Bohemia Manor (Maryland), who came to America in the seventeenth century, and many sets of Czech newspapers and journals, among them early issues published in the United States and in Europe.

Samuel Guy Inman, active in inter-American affairs for many years, has given many of his personal papers to the Library. Dr. Inman founded the Peoples Institute in Piedras, Mexico, in 1907 and worked there until 1915. He later was director of the Committee on Cooperation in Latin America, attended a number of pan-American conferences, and served as cultural adviser to the United States delegation at Buenos Aires in 1936. The 77 volumes and boxes of correspondence, unpublished manuscripts, and scrapbook relate to these phases of Dr. Inman's career, as well as to his work as writer and lecturer in extending the concept of pan-Americanism.

Nine volumes of the diary of George von Lengerke Meyer and a small group of photographs and memorabilia have been presented to the Library by his daughters, Mrs. Philip O. Coffin and Mme. Julia Meyer Brambilla. The diary covers Mr. Meyer's years as Ambassador to Italy, 1901 to 1905, and to Russia, 1905 to 1907, as well as his later service as Postmaster General in Theodore Roosevelt's Cabinet and his first few months as Secretary of the Navy in the Taft administration.

After 6 years of research and experimentation, a practical method has been developed for producing a positive motion picture film from the paper contact prints of early motion pictures. Before 1912 motion picture film was not registered for copyright, but paper prints of the film were registered. In many cases the only surviving copy of an early motion picture is the paper print in the Library. This can now be reproduced on 16mm. film and used in any standard 16mm. projector. The Library has announced the publication of two catalogs, *Motion Pictures, 1894-1912,* and *Motion Pictures, 1940-1949.* These two volumes supplement *Motion Pictures, 1912-1939,* published in 1951, making complete the list of all motion pictures registered for copyright up to 1949. On February 11, the 107th anniversary of the birth of Thomas Alva Edison, an exhibit illustrating the early history of motion pictures was opened in the Library. Books, photographs, and early films in the display are from the Library's collections; and the Thomas Alva Edison Foundation and Museum, the Smithsonian Institution, and others have lent rare equipment for the show, which will remain on view until May 15.

Microfilms of archives of the Japanese Ministry of Foreign Affairs are the subject of an article by Edwin G. Beal, chief of the Japanese Section of the Orientalia Division, in the November issue of the Library's *Quarterly Journal of Current Acquisitions.* These films, according to Dr. Beal, cover "virtually the entire field of Japanese diplomacy." Some two million pages of documents dated 1867-1945, many of which narrowly escaped destruction during World War II, have been copied on film for the Library. Although the original films are not available for use, copies of any of them may be bought at low cost.

On February 3 an Associated Press release in the Philadelphia *Bulletin* broke the story of the theft, on December 11, of some papers from the Manuscripts Division. A person who registered and presented credentials (later proved stolen) extracted some 10 items from a box of unbound papers of Andrew Ellicott. The theft was not discovered until January 4, when a dealer called attention to certain documents offered to him under suspicious circumstances. The Federal Bureau of Investigation recovered all but one of the items, including all of substantial value, among which were holographs of Franklin and Jefferson. The Franklin item is a certificate endorsing Ellicott, and the Jefferson letter relates to Louisiana surveys and topography. As this note is written, the thief is still at large. The Library has reluctantly decided to adopt a system of marking its manuscripts despite the general feeling that to stamp or otherwise mark a historic document is to deface it.

FRANKLIN PAPERS PROJECT

A. Whitney Griswold, president of Yale University, and Owen J. Roberts, president of the American Philosophical Society, announced in Philadelphia on January 16 that the papers of Benjamin Franklin are to be published. The 15-year project, which will cost about $600,000 and is being financed by grants from *Life* magazine and the American Philosophical Society, will result in some 25 to 30 published volumes. Leonard W. Labaree, professor of history at Yale University, has been named editor, and Whitfield Bell, Jr., now on leave from Dickinson College to edit the *William and Mary Quarterly,* will be assistant editor. The project's headquarters will be in the Sterling Memorial Library at Yale; a branch office will be at the American Philosophical Society in Philadelphia, where the assistant editor will do most of his work. The National Historical Publications Commission, in its preliminary report 2 years ago, urged the complete publication of the papers of Franklin, John Adams, John Quincy Adams, Alexander Hamilton, and James Madison.

TRAINING PROGRAMS

The American University, in cooperation with the National Archives and Record Service and the Maryland Hall of Records, is offering this summer institutes of records management (June 21-July 2) and genealogical research (June 21-July 9). The institute on preservation and administration of archives, so successfully conducted in recent years by Dr. Posner and his associates, will not be given this summer. The university plans to offer an institute for advanced training for archivists during the summer of 1955 and thereafter to alternate that course with the institute on preservation and administration of archives. For further information on these training opportunities, readers should write to the Office of the Dean, School of Social Sciences and Public Affairs, 1901 F Street, N. W., Washington 6, D. C.

Radcliffe College and the department of history of Harvard University will this summer (June 23-August 17) conduct an institute on historical and archival management for college graduates and employees of archives and historical societies. Students will occupy their full time in the study of archival and historical resources and the examination of representative manuscript and archival repositories and historical societies. The course is open to both men and women, and two scholarships are available.

The course of study will open with a survey of archival theory and the movement for adequate preservation of basic research materials in Europe and America. Representative national, State, and local repositories will be examined, with intensive study of the problems of collection, preservation, analysis, evaluation, arrangement, and use of manuscript, printed, and audio-visual materials. Attention will be paid to the problems of governmental and business records and to the uses of microfilm, microprint, and other reproduction techniques.

A survey of editorial problems will be undertaken, museum materials and the technique of historical restoration will be considered, and the administrative and educational problems of historical institutions will be discussed. Course work will proceed by means of lectures supplemented by practical work and assigned research in archives, libraries, and research institutions in the Boston area.

The institute will be under the direction of Earle W. Newton, editor of *American Heritage,* former director, Vermont Public Records Commission, and editor of the *Vermont Quarterly* and *Vermont Life.* The faculty will include the experts listed in an advertisement appearing elsewhere in this issue of the *American Archivist.*

FEDERAL EMPLOYMENT OF ARCHIVISTS

The Bureau of Labor Statistics bulletin *Federal White-Collar Workers; Their Occupations and Salaries, June 1951* (No. 1117) includes information on the employment of archivists and librarians by the Federal Government. In June 1951 the average annual salary for archivists was higher by $562 than for librarians. Among archivists the mode was grade 7, the mean was grade 9, and the average salary was $4,859. (Since the date of the report Government salaries have been increased by 10% in the first 13 grades.) The Government employed 273 archivists, of whom 219 were in Washington. General Services Administration, of which the National Archives is a part, employed 158 archivists, and the armed services employed the greater part of the rest. The Department of State listed 30 archivists and 69 librarians. In addition to the 273 archivists, the Government employed 218 archives assistants, with an average salary of $3,175.

FOREIGN NEWS

Great Britain

Correspondence between the British Foreign office and its diplomatic and consular representatives in Mexico, 1822-1902 (531 vols.), has recently been microfilmed by the Public Record Office at the request of the Bancroft Library.

India

The Government of India has appointed a National Committee of Archivists which consists of the Director of Archives, Government of India, as chairman and convener and the directors of archives and keepers of the central records offices. The committee will normally meet semiannually and will consider technical problems concerning the maintenance of records in the custody of the central and state governments with a view to effect economy in their preservation and to exchange ideas in that field.

With the creation of the new post of map officer a separate map section has been opened in the National Archives of India. This agency has in its custody about 1,000 valuable maps and charts; all the maps now in the custody of the Surveyor General of India are to be transferred to the Archives. The new section will list these maps and charts, renovate them whenever necessary, and maintain a map reference service.

Steps have been taken to acquaint the general public with the work of the Archives and it resources. On September 4 a documentary film, which gives a detailed account of various sections of the Archives, was released. On November 14 a section was created to organize exhibits within and outside the National Archives of records in its custody. One of the first exhibits prepared was displayed at the thirtieth session of the Indian Historical Records Commission, at Hyderabad in February.

Spain

In June 1952 the Servicio Nacional de Microfilm was formed in the Dirección General de Archivos y Bibliotecas to reproduce photographically those archives that are most important for national history and those collections or individual books that form a part of the bibliographic treasure of Spain. The service's first *Boletín,* 1953, lists codices and archival fonds already copied.

Uganda

P. T. English, Archivist of Uganda, British East Africa, reports that he has prepared a calendar of the holdings of the Uganda Archives. The correspondence preserved there dates from the establishment of the protectorate in 1893 and includes much information on the establishment of British authority and civilization. Another important group of records is the series of minute-papers, which dates from 1906.

CALIFORNIA

Edgar Wickberg, a graduate student at the University of California, has microfilmed for the university library a selection of Philippine archives amounting to about 75,000 pages of manuscript on 6,000 feet of film. About half the material filmed deals with Chinese immigration during the Spanish period and includes a long series of records on opium. Materials on the *encomienda* and the Marianas Islands have also been filmed.

The University of California Press has recently issued a paperbound *Guide to the Mariano Guadalupe Vallejo Documentos para la historia de California, 1780-1875,* compiled by Doris Marion Wright. These documents in the Bancroft Library comprise 36 large volumes of papers collected by Vallejo. The guide lists the papers alphabetically by author and thereunder chronologically and indicates the number of exposures required for photocopying.

The trustees of the Mark Twain Estate and the University of California have announced the appointment of Prof. Henry Nash Smith to resume the work of editing the Mark Twain papers, interrupted by the untimely death in 1950 of Dixon Wecter. Professor Smith served on the faculties of Minnesota, Texas, Harvard, and Southern Methodist universities before joining the English department of the University of California.

The Hoover Institute and Library on War, Revolution and Peace has issued *The Hoover Library Collection on Russia,* the first in its series of collection surveys. A preface explains that these surveys are not bibliographies but "discussions of the holdings arranged in a manner which combines topical concentration and chronology."

DELAWARE

The Public Archives Commission has announced the gift from Mrs. John C. Hopkins of almost a hundred Kent County surveys. The records range in date from 1820 to the first decade of the twentieth century, and there are also a few nineteenth-century copies of colonial surveys. The collection is an important addition to the commission's holdings of land records.

ILLINOIS

Paul Lietz, chairman of the history department at Loyola University, has been appointed Fellow in Philippine Studies at the Newberry Library. He will calendar the library's collection of Philippine documents of the Spanish period and edit some of the more important items for publication. This project is one part of a study of Philippine problems recently inaugurated by a Carnegie Corporation collective grant of $75,000 to the department of anthropology of the University of Chicago, the Chicago Natural History Museum, and the Newberry Library.

INDIANA

The latest annual report of the Office of Archives of DePauw University and Indiana Methodist History reveals an exceptional record of progress during the year 1952-53. Additional rooms were acquired and equipped, and space in the accounting office vault was acquired for the more valuable archives. Provisions were made to protect the records against moisture, and a manual to guide the Methodist conferences in writing the histories of local churches was prepared.

An energetic campaign to accession records has resulted in the acquisition of a large quantity of early records of the university, records of the Indiana conferences, and personal records of many of the founders and earlier officials of the university. The latter records include a journal of Pres. Reuben Andrews, 1872-75, the papers of Alexander Martin, Roy O. West, and John H. Harrison, extensive material on Washington C. DePauw and John Clarke Ridpath, and the manuscript autobiography and other papers of Cyrus Nutt, first teacher, professor of Greek, vice president, and acting president of the university.

Among records received at the Archives of the Indiana State Library were the papers of Govs. Ralph F. Gates and Henry F. Schricker, 1945-52, and the original bills of the Indiana General Assembly for 1951.

MARYLAND

The United States Naval Academy has recently acquired new documents and mementos of John Paul Jones from the grandson of the man who found in Paris the forgotten grave of America's first naval hero. Gen. Horace Porter, then Ambassador to France, began in 1899 a 6-year search for Jones' remains and spent $35,000 to bring the body to this country in 1905. He refused to be reimbursed by Congress, but asked that this sum be added to the congressional appropriation for the crypt in which the body now lies.

The material, given to the Academy by Horace Porter Mende of Kussnacht, Switzerland, includes a book of memoirs written in English by Jones himself and translated into French "under his eyes."

A pencil drawing of Thomas Jefferson, believed to have been made by Benjamin H. Latrobe about 1802, was recently discovered by Frances C. Semmes of Baltimore and presented to the Maryland Historical Society. The sketch was known to have been made, but it was not among the Latrobe papers given to the society earlier by the Semmes family.

The Maryland Historical Society has also acquired the original manuscript of the "Star Spangled Banner." The Walters Art Gallery of Baltimore, former owner of the document, agreed to sell it to the society for $26,400, the price paid for it in 1934. Mrs. Thomas Courtney Jenkins of Baltimore donated the money that made the purchase possible. Steps have been taken to protect this famous item from harmful light, dust, moisture, and air while it is displayed in a specially constructed bronze and marble case.

MASSACHUSETTS

A legislative hearing was held in Boston on January 12 concerning a proposal to store temporarily some of the State's archival materials in the New England Deposit Library. It was reported that the cost of arranging the records for transfer and storing them would be about $30,000.

Such a move, however, would be only temporary. Edward J. Cronin, secretary of the commonwealth since 1949 has been urging the erection of an air-conditioned fireproof building for the archives, the condition of which he describes as "deplorable." He and State Archivist Richard D. Higgins pointed out to the house committee on State administration that the present facilities are "entirely outmoded and inadequate" and that in recent months damage from rain and heavy snowstorms has occurred.

The proposal for an archives building for Massachusetts has the support of the historical societies within the State and of influential newspapers in Boston, Springfield, and New Bedford. A bill calling for the appointment of a special commission to study the State's record problem is now under consideration, and persons and organizations interested in supporting the secretary's position in the matter may write to the Chairman, Committee on State Administration, Commonwealth of Massachusetts, State House, Boston 33, Mass.

MICHIGAN

Philip Mason has recently joined the staff of the Michigan Historical Commission. His primary responsibility in his new position will be the accessioning and arrangement of the records of various departments of the State government. After 2½ years in temporary quarters on the Michigan State College campus following the fire of 1951, the Michigan Historical Commission has moved into permanent offices in the recently reconstructed State office building.

In 1914 Clarence M. Burton presented to the City of Detroit his private library and an endowment to maintain it. Since that time the Burton Historical Collection of the Detroit Public Library has become one of the outstanding collections in the United States. In celebration of the centennial of Burton's birth, the Detroit Public Library held open house on November 18, 1953.

The fire that destroyed the Alcona County Court House and many of the county archives housed there provided another example of the need for adequate local historical and archival organization. Under the leadership of Mrs. Nellie Hansen as many as possible of the records were salvaged and placed in a temporary museum in Harrisville. Mrs. Hansen has subsequently taken the initiative in organizing a local historical society so that the temporary museum may become permanent and the records may be protected against future loss.

Robert F. Bowman, curator of the Dearborn Historical Museum since March 1951, recently resigned to accept an appointment as research historian with the law firm of Harrison, Thomas, Spangenberg, and Hull of Cleveland, Ohio.

MINNESOTA

Harold D. Cater, director of the Minnesota Historical Society, announced in November the appointment of Russell W. Fridley as assistant director of the society. A native of Des Moines, Iowa, Mr. Fridley received his B.A. degree from Grinnell College and his M.A. degree from Columbia University.

NEW JERSEY

In 1953 the legislature of New Jersey passed an act (Chapter 410 of the Laws of 1953, Destruction of Public Records Act) providing for a State records committee to consist of the State treasurer, the attorney-general, the State auditor, the director of the division of local government in the department of the treasury, and the head of the Bureau of Archives and History in the department of education, or their designated representatives. This committee will approve retention and disposal schedules governing the disposition of public records. It plans to incorporate in a booklet the chapter of the act relating to records management, a copy of the rules and regulations approved by the State records committee, and copies of the retention schedules it prepares. The committee has prepared a records and retention schedule for municipal and county officers of New Jersey. Copies of this retention schedule, of the law relating to records management, and of the rules and regulations promulgated by the committee may be obtained by writing to William Benedon, Supervisor of Public Records, State House Annex, Trenton, N. J.

NORTH CAROLINA

The Historical Foundation of the Presbyterian and Reformed Churches at Montreat has announced plans to make the 1954 training school for the women of the church an occasion for emphasizing the work of the church historian. The foundation's new building will be occupied by the staff and ready for inspection by those attending the school this year.

PENNSYLVANIA

Gov. John S. Fine has established a records management agency in his office under the direction of Edward B. Logan, budget secretary. William

D. Brandt is chief of the Records Management Division in the State budget bureau, and Thomas Amelia of the Pennsylvania Economy League is consultant on the program. The Governor ordered the centralization of control over the creation of all State forms, the methods of record keeping, and the archival preservation of important administrative and historical documents. One of the most important undertakings of the Records Management Division is an inventory of all State records. When this has been completed, the valueless records will be destroyed.

A memorandum of February 16, 1954, from the Governor to the heads of all administrative departments, independent administrative boards and commissions, and other State agencies under his jurisdiction directed each administrator to assign a responsible employee to work with the Records Management Division. It has been estimated that modernization and centralization of records management in Pennsylvania will ultimately lead to savings of at least $1,500,000 a year.

The Philadelphia Records Commission is continuing its search for forgotten records in unopened safes and vaults. In November a "safecracker" from the Shaw-Walker Safe Co. was employed to open a safe in the law department, and records dating back to the eighteenth century were discovered. Included were minutes of select council for 1796, 1799, 1803, 1807, 1821, and 1830; minutes of common council for 1791, 1793, 1796, 1803, 1813, 1819, and 1823; and a record of indentures and mortgages entered into by Mayor Inskeep, 1800-1806.

VIRGINIA

Recent accessions by the Alderman Library of the University of Virginia include correspondence, 1772-78, of Sir Andrew Snape Hammond, R.N., and Hans Stanley, governor of the Isle of Wight, on the American Revolution. The papers of the Funkhauser family of Shenandoah County, 1765-1950, and the papers of the Holladay and Thompson families of Orange County, 1775-1841, were acquired. The Middletown manuscripts, 1792-1906, include the charter of Middletown, Frederick County. The diary, 1806-9, of a British claims agent in America gives descriptions of or comments on several cities, public figures, customs, slavery, and other topics. Forty-one volume of Shenandoah County business records, 1882-1918, of Snarr and Miley, merchants, and of the Farmers' Mutual Telephone System were received, as well as 305 bound volumes of the journals of the British House of Commons, 1547-1730, and House of Lords, 1625-1765.

Arthur Pierce Middleton, director of research of Colonial Williamsburg, spent most of last summer in Great Britain compiling information on British manuscripts relating to Virginia history. He followed clues provided by the reports of Francis L. Berkeley, Jr., and supplemented Mr. Berkeley's research. An 18-page mimeographed copy of Middleton's "Journal of a Research Project," sent to persons interested in British manuscripts of this nature, gives detailed information concerning the manuscripts he located as well as an interesting insight into the many British records depositories he visited.

WEST VIRGINIA

An act of the State legislature of March 14, 1953, directs the State Historian and Archivist to provide each of the 11 institutions of higher learning in the State with 2 copies of any State papers, public records, reports, documents, and pamphlets printed by State officials of the executive department, boards, commissions, agencies, and institutions.

Richard G. Wood of the National Archives, book review editor of the *American Archivist,* delivered the opening address at the West Virginia Historical Society's annual meeting in Charleston in October. His topic was "The National Archives as an Institution for Historical Research."

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By ROBERT H. LAND

Library of Congress

ENTHUSIASM for a national register of manuscripts has itself had a respectable history. Such a register or union catalog has been described as just the handmaiden to answer one of Clio's most pressing "long-felt needs." Pertinent as it might be, the scope of this paper does not permit my establishing the historical setting for the present proposals that are being made by the Library of Congress. It will be possible only to tell you what these plans are. My paper, therefore, does not have a thesis; its burden is no more than a factual statement of what has recently been done. I have hesitated in using the term burden because of the connotation it may have. It certainly is no burden for me to discuss this topic of great (possibly overweening) interest to those of us at the Library of Congress who are engaged in the work of preserving manuscripts and making them available for use.

While I have forsworn to recount the various earlier efforts of individuals and institutions to establish bibliographical control of manuscripts and will not comment upon the probable reasons why their plans failed, I should like to quote one plea, aptly expressed, for such a register as the Library of Congress is attempting to establish. In 1947 Theodore G. Blegen in a chapter called "A Bid for Cooperation" in his *Grass Roots History* said:

> Much has been done about historical materials. We have had archival and historical records surveys. Anarchy is yielding to democratic controls. And we are digging into kinds of historical materials that were not much used a generation ago. But we need to use modern techniques in grappling with scattered and diverse bodies of records to which we have no master key. . . .
>
> By that I mean a great central inventory of archives and manuscripts, a key that will open closed doors — in fact, doors that many of us do not even know exist. We need some way of really knowing what has been preserved out of the past in the hundreds of collections throughout the land. Heroic efforts have been made by the Historical Records Survey to gather up information as to where our materials actually are, but we lack the master key: a

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[1] Paper read at a joint meeting of the Mississippi Valley Historical Association and the Society of American Archivists at Madison, Wisconsin, April 24, 1954.

> national guide or inventory. Neither the Library of Congress nor any other great central institution has given it to us.
>
> I do not know what form it will take. Perhaps it will be an index to a thousand guides prepared after the best models we have been able to devise; perhaps it will be a master union guide. Certainly it will be a flexible scheme, controlling what has been done in amassing historical treasures and keeping abreast of current growth.[2]

The Library's proposal to establish a national register was actually first made in 1951 to the Joint Committee on Historical Manuscripts. This committee had been set up in 1949 by the Society of American Archivists and the American Association for State and Local History, and one of its five members was a representative of the Library of Congress. It was established at the suggestion of the American Historical Association, which in 1948 had voted to discontinue its own Committee on Manuscripts and had recommended to these other two associations their formation of a joint committee to take over the major proposals of the Committee on Manuscripts, the foremost of which was a union inventory.

The Library's representative on the joint committee on September 17, 1951, wrote the chairman a letter[3] in which he proposed the establishment of a national register of historical manuscripts in the Library of Congress as a subsidiary of the National Union Catalog through two steps. The first was the formulation of rules for cataloging collections of manuscripts, and the second was the printing of Library of Congress cards for manuscript collections, prepared from copy supplied by the Library and by other depositories. It was suggested also that these printed cards would be offered for sale at small cost, that the Library might issue, as an annual supplement to its *Author Catalog,* a book catalog of all cards received in the preceding year, and that these might be incorporated into periodic cumulative volumes.

This letter is fully discussed because it closely prescribed the activities on which the Library is presently engaged. For example, it made the adoption of rules for cataloging manuscripts a prerequisite for the creation of a national register. It explained that only printed cards would be published in annual or cumulative volumes, but that the register need not be delayed until repositories had completed the recataloging of their manuscript holdings — an enormous undertaking in most cases. The letter suggested, rather, that temporary entries for the register might be derived by cutting and pasting descriptions in published guides or possibly by filming and making enlargement prints of existing unpublished card catalogs of manuscript collections. The letter pointed out that such operations as these are normally carried on by the Library of Congress and that no special grant for the purpose would be required except to set up the initial union catalog on the cut-and-paste and microfilm-enlargement basis.

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[2] Theodore G. Blegen, *Grass Roots History* (Minneapolis, 1947), pp. 253-254.

[3] Dan Lacy to Lester J. Cappon, Sept. 17, 1951.

This letter was received by the chairman of the joint committee too late to permit his circulating it to the other members before making the formal report of the committee on October 1. It was, however, summarized as an addendum to this report, and as such it was published in the April 1952 *American Archivist*.[4] This offer by the Library to administer the national register had the approval of Luther H. Evans, then Librarian of Congress, who had felt an especial concern for manuscripts since the days when he was the organizer and first director of the Historical Records Survey. It can be noted, however, that the Library's determination in this matter has not faltered since Mr. Evans resigned last year to become Director General of UNESCO.

The 1951 report of the joint committee announced that its function was "to act in an advisory capacity to whatever institution or agency may be directly responsible for the administration of the register and the results achieved." It endorsed a national register as being more desirable than regional registers. It stated that entries in the register should be restricted to manuscript collections and that a nucleus of the register could be prepared from published guides.[5]

In the same year the National Historical Publications Commission, whose counsel the Library later sought, also supported, in two of its reports, the creation of a national register as a "basic need for the detailed planning" of its publication program and as "essential to the efficient operation of the commission."[6]

The first step the Library took in following up its proposal to the joint committee was reported in its weekly *Information Bulletin* of November 19, 1951, which announced the appointment of an assistant chief of the Union Catalog Division with immediate responsibility for the creation, development, and maintenance of a national register of historical manuscripts. Along with other duties, he was to plan and develop procedures for the reproduction, maintenance in a union catalog, and distribution of catalog cards for historical manuscripts.

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[4] *American Archivist,* 15:180 (Apr. 1952).

[5] *Ibid.,* pp. 176-180.

[6] *The National Historical Publications Commission, 1934-1950; a Report to the Commission* (Washington, 1951); *National Program for the Publication of the Papers of American Leaders; a Preliminary Report to the President of the United States by the National Historical Publications Commission* (Washington, 1951).

Early in 1952 a committee was appointed at the Library to prepare a draft of rules for cataloging manuscripts, and its first assignment was to devise a code for cataloging collections. Naturally the assistant chief of the Union Catalog Division was named a member of this committee; the chairman and two other members were from the Descriptive Cataloging Division; and three members were appointed from the Manuscripts Division. Later the chief of the Rare Books Division, who has custody of medieval and certain literary manuscripts, and representatives of the Subject Cataloging Division were made members of or advisors to this committee. Advice on specific questions has been received from the Copyright Office, the Law Library, and the Map and Music Divisions. Of the Manuscripts Division members of the Cataloging Committee, one was the chief of the Division — who was also, at that time, serving as the Library representative on the joint committee — and another was the head of the Recent Manuscripts Section, who had served on the American Historical Association's ad hoc committee set up in 1948 to study the arrangement and use of large recent manuscript collections.

To some of the administrative officers of the Library of Congress, the assigned task of this committee represented only another effort on the part of the Library to draft rules for cataloging special materials, such as music, maps, films and recordings; but, to those of us whose duties were primarily devoted to handling manuscripts, it meant that our holdings and those of other repositories could be cataloged scientifically — a *sine qua non* for a national register. I wish therefore to speak of the work of this committee and to describe briefly the rules which it has drawn up.

In general the relation of the Manuscripts Division members (none of whom were catalogers) to the other members of the committee (most of whom were catalogers) was this: we were there to say what we thought the rules should provide, and the others were there to discover the means for effecting our purposes in accordance with the *A.L.A. Cataloging Rules for Author and Title Entries* and with the *Rules for Descriptive Cataloging in the Library of Congress,* of which our rules for cataloging manuscripts would necessarily become a part. In considering our rules it is important to bear this fact in mind, as well as another premise on which they are based: that entries which result from them should be capable of incorporation into a general library catalog. There are Library administrative reasons for these premises, but our committee has not felt they adversely affected the rules. They will mean that a library, if it wishes, can catalog its manuscripts so as to provide in one place its total cataloged holdings of the writings of an author, whether published or unpublished.

At the outset our committee decided that we should prepare rules for cataloging all kinds of manuscript materials and that, though we should first draft rules for cataloging collections, we should also prepare rules for cataloging single manuscripts. In all our deliberations, which were frequent and long, we kept the national register in mind because we fully realized that our rules must be acceptable to the repositories that would be solicited to supply copy for cards to be printed for it by the Library.

On May 19, 1952, the Library through the *Information Bulletin* gave notice of its intention to print catalog cards for its own collections and to extend the service to other repositories supplying "cooperative copy" and of its hope to initiate a card and annual book-form catalog with long term cumulations. By that time the work of our committee had reached the stage where we were prepared to submit a draft of the rules for cataloging collections for study by members of the joint committee and by the executive director of the National Historical Publications Commission. Thus the latter officer, Philip M. Hamer, and members of the joint committee, Lester J. Cappon, Philip C. Brooks, and Colton Storm, were given the opportunity to consider the draft before meeting with us and the Library's consultant on manuscripts on June 19 to discuss it.

At this conference the Library reaffirmed the proposals it had made to the joint committee in 1951, the premises for the rules were explained, and the visiting experts recommended minor revisions and approved our draft as "suitable for the purpose for which it was intended." Much of the discussion was devoted to the national register. There was agreement that it should include not only collections of private papers of individuals, families, and organizations, but also governmental archival material — that is, official manuscript records on the national and State level as found in official repositories — and, if possible, also such records not in official repositories and local records. At first, however, no special effort would be made to reach these last collections. The hope was expressed that private collections could also be recorded through the aid of the members of the Manuscripts Society. The inclusion of records from outside the United States, especially from Canada, and the records of foreign archives in possession of United States repositories (in original or photocopy form) was also felt to be desirable. As a practical approach, the Library in requesting cooperative copy from other repositories was advised to ask them to give priority to significant collections recently acquired, since they could catalog a collection at the same time they organized it for use. Copy for older acquisitions could be prepared as time permitted with preference given to those not described in published guides or other reference works.[7]

The steps the Library would follow in establishing the national register were outlined. First the revised draft of the rules would be submitted to the Library's Processing Committee, which must approve all its cataloging rules. Then it would be sent for suggestions and recommendations to manuscript authorities, who would be informed of the plans for the national register. Before adoption, the rules also would have to be approved by the American Library Association. It was suggested to the chairman of the joint committee that he approach a few principal repositories to make sure of their general agreement, in paving the way for a wide appeal for cooperation. Colton Storm later said of this meeting: "It was one of the most successful all-day meetings I had ever attended." It was "a little startling that we accomplished so much in so little time." [8]

The Librarian's annual report for 1952 stated that the completion of the rules for cataloging manuscripts would make it possible to proceed with the development of the national register, which would come to include "all collections of manuscripts of historical character, regardless of subject or field." This report spoke of the register's furnishing, when the data were available, information about collections in Canada and Mexico and later extending this range to other foreign countries.

Our cataloging committee continued to meet that summer and fall and with the advice of the Processing Committee further revisions of the rules were made. It was not until late in 1952 that the chairman of our committee could forward them to some 70 specialists in accordance with the procedures announced in June.

These rules can best be illustrated by means of sample printed catalog cards prepared for collections in accordance with them.[9] The rules provide directions for choosing the main entry under which a collection is entered and for making added entries. The description of a collection is to consist of:

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[7] Library of Congress Committee on Manuscript Cataloging, minutes of meeting, June 19, 1952; Lester J. Cappon to John E. Pomfret, Oct. 9, 1952.

[8] Colton Storm to David C. Mearns, June 26, 1952.

(1) A title with inclusive dates of the manuscripts.

(2) A statement of form, such as transcript or photocopy, if the manuscripts are not originals.

(3) A physical description in terms of the approximate number of items or the linear feet of shelf space occupied by the collection (or both).

(4) The name of the repository in which the collection is located.

(5) A scope or contents note bringing out the type of papers, special features (such as the dates for which the material or particular segments of material is largest); and, for personal papers, essential biographical data and mention of names which are to be used as added entries.

(6) Reference to the best or most nearly complete published description of the collection.

(7) Notice of availability in the repository of any unpublished guide to the organization and content of the collection.

(8) Comment if there are restrictions on access to the collection.

(9) Statement of availability of information on literary rights.

(10) Note on provenance.

Before these rules were mailed out to the manuscript experts, the chairman of the joint committee had reported the results of his enquiry. Of the 14 selected repositories he addressed, he had received favorable responses from 12, expressing "great interest" and a desire to do whatever they could to implement the national register. These 12 were: Cornell, Duke, Harvard, Princeton, and Virginia Universities; the Bancroft, Clements, Huntington, Morgan, Newberry, and New York (Public) Libraries; and the Historical Society of Wisconsin. He did not report having heard from the University of North Carolina, and the University of Texas replied that it had an insufficient staff to supply the information necessary or to enable it to give tentative support to the project.[10]

Hard upon this auspicious report came replies from the experts. Our committee was heartily gratified that the rules received almost universal approbation. The rules were improved by the helpful suggestions and constructive criticisms that were offered. Several of the recommendations made by E. G. Swem, the compiler of the *Virginia Historical Index,* were accepted in the interest of clarity and conciseness. One of the most felicitous letters we received was written by John Cook Wyllie, curator of rare books but at that time acting curator of manuscripts at the University of Virginia:

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[9] Three sample cards are reproduced at the end of this article.

[10] Lester J. Cappon to Lucile M. Morsch, Nov. 26, 1952; Jan. 6, 1953.

> After careful consideration of your rules for descriptive cataloguing of manuscript groups, submitted on December 31st, we have nothing to say about them other than to congratulate you on a job extraordinarily well done.
>
> Aware as we are of the difficulties of stating in general terms the specific compromises represented by any set of rules, our own manuscript cataloguers are of the opinion that they could not have drawn up this document as well themselves.
>
> If you will make a normal allowance for the vanity of human nature, you will realize that this is very high praise indeed.[11]

The Archivist of the United States, Wayne C. Grover, spoke of the Library's "important activity . . . progressing so well" and other archivists praised the draft. A dealer, Mary Benjamin, mentioned our completeness and carefulness. A curator of manuscripts, George K. Boyce of the Pierpont Morgan Library, could "only commend . . . a well thought-out body of rules," and other curators mentioned our having considered all contingencies. A librarian, Clifford K. Shipton of the American Antiquarian Society, felt the rules represented "a very considerable advance over any previous practical system" that had come to his attention, and other librarians believed they admirably covered the cataloging of manuscripts. A director of a historical society, R. W. G. Vail of the New York Historical Society, called them foolproof; and other directors could not make suggestions for improving them. A historian, Boyd C. Shafer, executive secretary of the American Historical Association, said later, "The idea is excellent, the rules sound. Scholars will be helped. This fully justifies what you are doing and are planning to do."[12] Other historians considered the draft comprehensive.

To prevent a suspicion of partiality in selecting comments, it should be noted that one State Archivist said: "The whole thing seems quite complicated to me, perhaps too complicated to be used effectively by small institutions," and the head of a large manuscript division in a university library was "somewhat overwhelmed by the magnitude of the task" of creating a national register.[13]

The Library of Congress was delighted when replies indicated a willingness on the part of institutions to cooperate with the proposed national register as did the Maryland Historical Society,

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[11] Letters, Jan. 3-Feb. 18, 1953, in correspondence file of the chairman, Library of Congress Committee on Manuscript Cataloging.

[12] *Ibid.*; Boyd C. Shafer to Robert H. Land, Mar. 31, 1954.

[13] Letters, Jan. 3-Feb. 18, 1953, in correspondence file of the chairman, Library of Congress Committee on Manuscript Cataloging.

North Carolina's Department of Archives and History, and the University of California, Los Angeles.[14]

Our committee, or certainly the Manuscripts Division members of it, particularly appreciated the comments on the ease with which other repositories could adopt these rules. B. E. Powell, librarian of Duke University, said: "Your rules as we interpret them allow enough latitude to permit us to report most of our holdings with a minimum of revision of entries." George P. Hammond, director of the Bancroft Library, wrote: "I have gone over this [draft] with my manuscript staff and find that our practice coincides almost identically with your suggestions." Robert W. Hill, keeper of manuscripts at the New York Public Library, wrote, "On most points there are no significant differences from our practices; our cards would lend themselves readily to the union repository or be sufficiently understandable to its users." Andrew H. Horn, associate librarian of the University of California, Los Angeles, stated: "Your rules are substantially the same as those which we have been following." David C. Duniway, State Archivist of Oregon, wrote: "I was surprised to find how similar our practices are to those which you are developing." Watt P. Marchman, director of the Hayes Memorial Library, discovered that the rules coincided with his views, and William D. Overman of the Firestone Tire and Rubber Company Library and Archives, tested them by cataloging two series of documents in his collection and found them clear and workable.[15] It would appear that our committee has succeeded in drafting rules acceptable to other repositories.

Further proof of this is the use made of the tentative rules for cataloging collections by one repository to describe, in a published guide, over 300 of its collections. The Library of Congress was delighted to receive late in 1953 a copy of this work, the second edition of a *Guide to the Manuscript Collections in the William L. Clements Library,* compiled by William S. Ewing. Its preface voiced the hope, "that the long needed National Register of Manuscripts will become a reality and that the descriptions can be entered immediately."

After making further refinements in the draft of rules for cataloging collections, our committee proceeded to draft rules for cataloging single manuscripts, such as manuscript books and similar material (music, maps, diaries, journals, and memoranda and account books); letters; speeches, lectures, and sermons; and legal

[14] *Ibid.*

[15] *Ibid.*

papers. The rules for single manuscripts are of immediate concern to the national register chiefly because it was decided by the Library not to forward the rules for cataloging manuscripts to the American Library Association until they had been completed both for collections and for single manuscripts.

The completed draft upon which the Processing Committee of the Library was fully agreed, except for one minor aspect, was forwarded to the A.L.A. in March 1954. It is hoped that the A.L.A. will give its approval of the rules in the near future.

Though the Library has not yet begun to catalog its own collections and though actual steps to establish the national register are held in abeyance pending A.L.A. approval of the rules, the assistant chief of the Union Catalog Division has drafted plans for establishing and maintaining the register; and submitted them for consideration by the chief administrative officers of the Library on April 13. He proposed, on the basis of a modest budget, to edit, clip, paste, and type entries from published guides and from the shelflist of collections in the Manuscripts Division of the Library of Congress, to interfile these in one file, to compile an index to the file, to scan other publications for descriptions of additional collections, and to edit the cooperative cataloging copy supplied by other institutions for inclusion in the file. Alternative plans for developing temporary entries for the register were then suggested, such as typing on a card the appropriate entry for a collection followed by a bibliographical reference to the published description — but giving on the card information on the location and, if available, on the size of the collection. Only one decision of importance was reached: the name of this bibliographical apparatus would be changed from the national register to the National Union Catalog of Manuscript Collections. Carrying out any one of the several plans discussed would make a worthy beginning of this union catalog of manuscript collections. Among the problems yet to be decided by the Library are those involving an index or subject and name approach to the catalog and whether special funds are necessary to underwrite the initial cost of the project.

In an address on the "History and Problems of the Controls of Manuscripts in the United States," delivered at the fall, 1953, meeting of the American Philosophical Society, Francis L. Berkeley, Jr., pointed out that the two characteristics of an effective control of unpublished source material would be its national scope and its emergence as the product of the routine activities of the normal staff of repositories. The Library's plan has, or very nearly has, these elements. It is hoped that the National Union Catalog of Manuscript Collections will live up to the name given it; certainly, as a condition precedent to its success, national participation has been sought. The plan is neither grandiose nor ethereal. From the outset, the Library has assumed that, no matter what large initial funds might be secured to inaugurate a national catalog of manuscript collections, no matter how good its staff, how able its administration, or how extensive its physical equipment, it would avail but little without the complete and continuous cooperation of a substantial number of the institutions holding the major manuscript collections. The Library is proceeding cautiously, in the light of its experience with the National Union Catalog (of books). Our Manuscripts Cataloging Committee can testify to the fact that the problems of manuscript control are more difficult and varied than those of book control. Books, after all, have common physical characteristics: for example, authors, titles, numbered pages, and imprints, which lend themselves to standard description. One or more of these characteristics are frequently lacking in manuscripts. Books, moreover, ordinarily deal with a single subject. Collections of manuscripts, on the other hand, are naturally miscellaneous in their content. Indeed manuscripts are the most refractory materials with which custodians have to deal.

The Library is encouraged by the proffers of aid that have already been made. It will count heavily upon the support of such organizations as the joint committee and the associations it represents. The executive director of the National Historical Publications Commission has given me permission to quote from the galley proof of a forthcoming report. This report is indicative of a sustaining interest in the plans to establish "a national register of archival and manuscript groups as a part of the Library's union catalog activities." After mention of the guide to depositories of archives and manuscripts in the United States now in preparation by the commission's staff, the report goes on to say: "Both the guide and the register can be of very great usefulness, but only if the depositories extend their full cooperation. The commission recommends most strongly that all custodians of archives and manuscripts give their full support to these two enterprises."

Not the least among those from whom the Library seeks to secure assistance are the professional historians. In requesting this help, we shall not be able to assure historians that the catalog will eliminate their peripatetic exercises; but it should reduce them. For it will save the historian from retracing his steps if, before he starts his travels, he can determine what are the pertinent sources of value to his study and where they are. As the introduction to the draft of the rules for cataloging manuscripts states: "The entries for collections of manuscripts are planned to give concisely the basic description and the information most essential to a research worker who is surveying the field and deciding where his source material is most likely to be found."

The historian should bear in mind that, in the proposal for the union catalog, there will be relatively few entries for single manuscripts. Thus the catalog will not be able to provide the answer to every question he might ask in locating the documents he needs. At best it will tell him where collections are, and this will indicate the probable source where it may be profitable to direct a search or an inquiry.

April 24 of this year marked the 154th anniversary of the founding of the Library of Congress. During the course of its life its officers have discussed many plans, not all of which have materialized. We at the Library have high hopes for the National Union Catalog of Manuscript Collections, but we do not wish to overstate the case for it. We must avoid confusing proposals with accomplishments. Even if nothing more should come of our efforts than adoption of our rules by repositories, the Library will have made a contribution towards the creation of a union catalog of manuscript collections — by providing, as the first step, the means for nationwide uniformity in describing manuscripts. We trust that our efforts in behalf of the catalog have been solidly based. We shall leave it to others to say whether the problem is finally being met adequately "with the broad perspective of a national undertaking" which it deserves.

Breckinridge Family. Sample

Papers, 1752-1949.

246 ft.

In Library of Congress, Manuscripts Division.

Correspondence and other papers of the Kentucky family: John Breckinridge (b. 1760, d. 1806) U. S. Senator from Kentucky and Attorney General in Jefferson's cabinet; his son, John Breckinridge (b. 1797, d. 1841); another son, Robert Jefferson Breckinridge (b. 1800, d. 1871) Presbyterian clergyman and president of Jefferson College; son of Robert, William Campbell Preston Breckinridge (b. 1837, d. 1904) long-time U. S. Representative from Kentucky; John Cabell Breckinridge (b. 1821, d. 1875) Vice-President of the U. S.; Sophonisba Preston Breckinridge (b. 1866, d. 1948) educator and pioneer social worker.

Unpublished guide in repository.

Given by members of the Breckinridge family and by Edith Abbott, 1905-49.

1. U. S. — Hist. — Sources. 2. Jefferson College, Canonsburg, Pa.

○

Library of Congress MS 52-4

Merriam, John Campbell, 1869-1945. Sample

Papers, 1899-1938.

89 ft.

In Library of Congress, Manuscripts Division.

Paleontologist and educator. Correspondence, reports, notes, articles, maps, and other manuscript and printed material, mainly relating to the Carnegie Institution, the National Academy of Sciences, the National Research Council and the national parks.

Unpublished guide in repository.

Open to investigators under Library restrictions.

Gift of the Merriam family, 1951.

1. Carnegie Institution of Washington. 2. National Academy of Sciences, Washington, D. C. 3. National Research Council.

○

Library of Congress MS 52-2

Sample

Woodson, Carter Godwin, 1875-1950, *collector.*

Negro papers, 1803-1927.

6 ft.

In Library of Congress, Manuscripts Division.

Material relating to the history of the Negroes, mainly in the U. S., collected by the editor of the Journal of Negro history. Includes bills of sale of slaves to Thomas Jefferson and James Madison, certificates of emancipation and of ordination, diaries, letters from Negro migrants, from members of the Frederick Douglass family, from Booker T. Washington, Paul Laurence Dunbar and others.

Unpublished guide in repository.

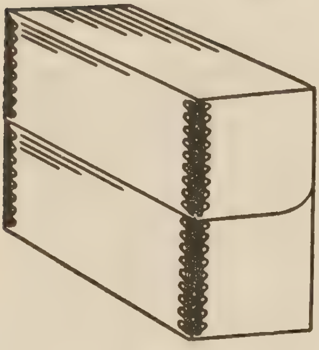
Gift of Carter G. Woodson, 1929-1938.

1. Negroes — Hist. — Sources. I. Title.

○

Library of Congress MS 52-5

FIBREDEX



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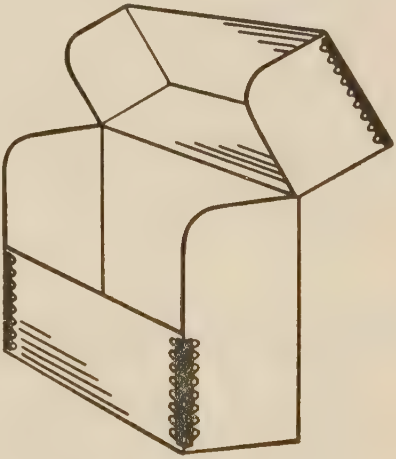

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Directory of State and Territorial Archival Agencies[1]

THIS directory has been compiled from data assembled by the Society's Committee on State Archives in 1951 and brought up to date by the editor in 1954.[2] It supersedes both the mimeographed directory of October 1951 and the directory compiled by Lester J. Cappon, published in the July 1947 *American Archivist.* The difficult and time-consuming task of developing the tabular form of the present directory and of putting the materials into proper editorial style was done on her own time by Mary M. Johnson of the National Archives.

The performance of archival functions was the determining factor in selecting the agencies named in the directory. In some States more than one agency performs such functions, and in these instances the principal agency is listed in the text with a footnote reference to the other.

Citations to laws defining agency duties are given as nearly as possible in the form in which they were submitted to the editor. The number of employees indicated supposedly refers to "archival" employees only, but it appears that in some instances employees engaged in other functions have been included.

In compiling the data for columns 6-8, the editor has made every effort to interpret the information submitted by an agency in terms comparable to those used by other agencies without losing or distorting essential facts in the process. Because the information for these columns was supplied by the agencies in such widely varying terminology, complete accuracy could have been achieved only by visiting each State and Territory to study the situation at first hand.

Suggestions for additions to and changes in the directory should be sent to the editor of the *American Archivist*, Room G-10, National Archives, Washington 25, D. C.

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[1] Reprints are available at 25c per copy from William D. Overman, SAA Treasurer, 31 Mull Ave., Akron 13, Ohio.

[2] Members of the State Archives Committee in 1951 were: David C. Duniway, chairman, Jesse Boell, Leon de Valinger, Jr., Margaret C. Norton, Dolores C. Renze, and William J. Van Schreeven.

	(1) State or Terr.	(2) Name and Address of Agency	(3) Name and Title of Archival Official	(4) Laws Defining Duties	(5) No. of Archival Employees
1	Alabama	State Dept. of Archives & History, War Memorial Bldg., Montgomery 5	Mrs. Marie B. Owen, Director	Title 55, sec. 262 (1405) (799) Code, 1940	12
2	Alaska	Secretary of Alaska,[1] Federal Bldg., Juneau	Waino E. Hendrickson, Secretary	Title 6, vol. 1, Comp. Laws Annot., 1949	2
3	Arizona	Dept. of Library & Archives, 309 State House, Phoenix	Mulford Winsor, Director	2-504, 2-505, 2-505a, 2-506, and 2-508, Code, 1939	3
4	Arkansas	History Commission, Old State House, Little Rock	Ted R. Worley, Exec. Secy.	304, Acts 1909; 355, Acts 1911	1
5	California	Archives & Central Records Depository,[2] 1108 R St., Sacramento 3	Paul J. O'Brien, State Arch. & Mgr.	Secs. 12220-12229 and 12260-12263, Gov. Code	11
6	Colorado	Div. of State Archives, State Historical Soc., 306 State Museum, Denver 2	Mrs. Dolores C. Renze, State Archivist	CSL 1951, ch. 280, Pub. Records Act	7
7	Connecticut	Archives Dept., State Library, Hartford 15	Mary E. Smith, Archivist	Secs. 1633 & 1634, Gen. Stat. Rev., 1949	3½
8	Delaware	Public Archives Commission, Hall of Records, Dover	Leon deValinger, Jr., State Archivist	Code of 1953, title 29, ch. 33, secs. 3301 & 3374	14
9	Florida	State Library, Tallahassee	Dorothy Dodd, State Librarian	Sec. 257.10, Stat., 1953	1
10	Georgia	Dept. of Archives & History,[2] Rhodes Memorial Hall, 1516 Peachtree St., N.W., Atlanta 3	Mrs. Mary Givens Bryan, Director	Annot. Code, 1933, 40-801 to 40-811	6

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[1] Under U. S. Department of the Interior. There is no central records depository; reports of the Governor, 1885-date, records of Territorial elections, 1918-date, and Session Laws of Alaska, 1913-45, are in the Secy's custody.

[2] Under the Secretary of State.

	(6) Kinds of Records (a) Official (b) Private	(7) Methods of Acquiring Archives (a) State or Terr. (b) Local	(8) Nonarchival Functions (a) Historical (b) Nonhistorical	(9) Types of Photoduplication Service
1	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) Hist. markers; library; publications, etc.; (b) museum; advice on current records; gen'l library & extension; legis. ref.	Microfilm & photostat
2	(a) Territorial archives; (b) none	(a) Deposit by law; (b) none	(a) & (b) None	None
3	(a) State & local archives; (b) mss.	(a) & (b) Voluntary	(a) Library; (b) museum	Microfilm
4	(a) State & local archives; (b) mss.	(a) Deposit by law; (b) voluntary	(a) Library; publications, etc.; (b) museum	None
5	(a) State archives; (b) none	(a) Some, deposit by law with Sec. of State; some, voluntary; (b) none	(a) None; (b) advice on current records	Microfilm & photostat
6	(a) State & local archives; (b) mss.; photogs., etc.	(a) Requisition or order & voluntary; (b) voluntary	(a) Publications, etc.; (b) interne training	Microfilm, photocopy & photographic
7	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Deposit by law, voluntary & by purchase	(a) Library; publications, etc.; (b) museum; advice on current records; law library; legis. reference	Photostat
8	(a) State & local archives & security films; (b) mss.; photogs., etc.	(a) & (b) After 75 yrs. or if agency has been terminated, deposit by law	(a) Hist. markers; library; publications, etc.; (b) museum; advice on current records; State microfilm service	Microfilm, photostat & photographic
9	(a) State archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) None; (b) gen'l library & extension	Commercial photostat
10	(a) State & local archives & security films; (b) mss.	(a) & (b) Voluntary	(a) Library; (b) museum	Microfilm, photostat, Portagraph & Copyfix

	(1) State or Terr.	(2) Name and Address of Agency	(3) Name and Title of Archival Official	(4) Laws Defining Duties	(5) No. of Archival Employees
11	Hawaii	Board of Commissioners of Public Archives,[1] Iolani Palace Grounds, Honolulu 13	Maude Jones, Archivist	Ch. 1, secs. 31 and 33, Rev. Laws, 1945	11
12	Idaho	State Historical Society, 610 Parkway Dr., Boise	Mrs. Gertrude McDevitt, Historian	House Bill 206, Session Laws, 1947	3
13	Illinois	Archives Division,[2] State Library, Springfield	Margaret C. Norton, Archivist	Ch. 128, secs. 12.1-12.17, 1939; ch. 116, secs. 39-43.3 (as amended 1953), 1943	12
14	Indiana	State Library,[3] 140 N. Senate Ave., Indianapolis 4	Margaret Pierson, Archivist	Ch. 219, p. 1035, Acts, 1935	6
15	Iowa	State Dept. of History & Archives, Historical Bldg., Des Moines 19	Claude R. Cook, Curator	Ch. 303, Code, 1951	6
16	Kansas	State Historical Soc., Memorial Bldg., Topeka	Robert W. Richmond, Archivist	Gen. Stat., 1949, 75-2701 to 2713, 75-3502 to 3504, and 75-3508	3+
17	Kentucky	Historical Society, Old State House, Frankfort	Bayless E. Hardin, Sec.-Treas.	[4]	4
18	Louisiana	Dept. of Archives,[5] Louisiana State Univ., Univ. Sta., Baton Rouge	V. L. Bedsole, Head	Title 17, 1541-1543, Rev. Stat., 1950	4
19	Maine [6]	None	None	None	None
20	Maryland	Hall of Records Commission, Hall of Records, Annapolis	Morris L. Radoff, Archivist & Records Administrator	Ch. 18, 1935; ch. 431, 1941; ch. 248 & 896, 1945; ch. 651, 1947; ch. 663 & 755, 1949; ch. 436, 1953	17 (incl. rec. mgmt. staff)
21	Massachusetts	Archives Div., Office of the Sec. of the Commonwealth, 438 State House, Boston 33	Richard Dunstan Higgins, Chief	State Constitution, ch. 2, sec. 4, pt. 2	11

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[1] Secretary of the Territory is Chairman of the Board.

[2] State Library is a department of the Office of the Secretary of State; the Secretary is State Librarian.

[3] Indiana Commission on Public Records has legal authority concerning preservation or destruction of archives. The Governor is Chairman of the Commission, the Director of the State Library is Secretary, and the Secretary of State is a member of the Commission.

[4] Senate Bill 138, passed by the recent Kentucky General Assembly, abolished the Department of Library and Archives and made the Kentucky Historical Society an independent agency of the State government, effective July 1, 1954.

[5] Printed State documents are deposited by law (Title 25, 121-124, Rev. Stat. 1950) with the Office of the Secretary of State, Capitol Station, Baton Rouge: Margaret T. Lane, Recorder of Documents.

[6] All official State records are kept in the departmental files. Inquiries concerning State records can be addressed to either Harold I. Goss, Secretary of State, or Mrs. Marion B. Stubbs, State Librarian.

	(6) Kinds of Records (a) Official (b) Private	(7) Methods of Acquiring Archives (a) State or Terr. (b) Local	(8) Nonarchival Functions (a) Historical (b) Nonhistorical	(9) Types of Photoduplication Service
11	(a) Terr. & local; (b) mss.; photogs., etc.	(a) Voluntary; (b) voluntary & deposit by law	(a) Library; publications, etc.; (b) none	Microfilm & photostat
12	(a) State archives; (b) mss.; photogs., etc.	(a) & (b) Requisition or order	(a) Library; (b) museum	Commercial photostat
13	(a) State & local archives & security films; (b) none	(a) Deposit by law & voluntary; (b) voluntary	(a) Publications, etc.; (b) none	Microfilm, photostat & photographic
14	(a) State & local archives; (b) photogs., etc.	(a) & (b) Requisition or order	(a) State newspapers; (b) advice on current records	Microfilm & photostat
15	(a) State archives; (b) mss.; photogs., etc.	(a) Voluntary; (b) none	(a) Library; publications, etc.; (b) none	Microfilm
16	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) Library; publications, etc.; (b) museum	Microfilm & commercial photostat
17	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) Library; publications, etc.; (b) museum	Microfilm, photostat & photographic
18	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) Publications, etc.; (b) none	Microfilm, photographic & commercial photostat
19	None	None	None	None
20	(a) State & local archives & security films; (b) mss.; photogs., etc.	(a) To 1788 & printed docs., deposit by law; others, voluntary; (b) to 1788, deposit by law; others, voluntary	(a) Publications, etc.; (b) State Yearbook; advice on current records	Microfilm & photostat
21	(a) State archives; (b) none	(a) Deposit by law; (b) none	(a) & (b) None	Microfilm & photostat

	(1) State or Terr.	(2) Name and Address of Agency	(3) Name and Title of Archival Official	(4) Laws Defining Duties	(5) No. of Archival Employees
22	Michigan	Historical Commission, Lansing 13	Vernon L. Beal, Archivist	Ch. 399, Comp. Laws, 1948	3
23	Minnesota	State Archives Commission,[1] Minn. Historical Soc. Bldg., St. Paul 1	Robert M. Brown, State Archivist	Stat., 1953, secs. 138.13 through 138.23	2
24	Mississippi	Dept. of Archives & History, War Memorial Bldg., Jackson 5	William D. McCain, Director	Code, 1942, secs. 8180-6191	8
25	Missouri	State Historical Soc.,[2] Columbia	Floyd C. Shoemaker, Secretary	Not reported	Not reptd.
26	Montana	Not reported	Not reported	Not reported	Not reptd.
27	Nebraska	State Historical Soc., 1500 R St., Lincoln 8	John B. White, Librarian	Title 82-104 to 82-107, 84-713, Rev. Stat.	3
28	Nevada[3]	None	None	None	None
29	New Hampshire	State Historical Soc.,[4] Concord	Elmer Munson Hunt, Director	None	5
30	New Jersey	Bur. of Archives & History, State Library, State House, Trenton 7	William Benedon, Supervisor of Pub. Records	Title 47: 3-15-32	6
31	New Mexico	History & Publications,[5] Museum of New Mexico, Palace of the Governors, Santa Fe	Arthur J. O. Anderson, Assoc. in Chge.	3-915 to 3-918, Stat., 1941	2
32	New York	Div. of Archives & History,[6] 330 Education Bldg., Albany 1	Albert B. Corey, Director	Secs. 140-150, Education Law; secs. 65A & 65B, Pub. Officers Law; Art. 13, Finance Law	5

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[1] Local archives and private manuscripts are deposited voluntarily (Minn. Stat., 1953, sec. 138.03 and 138.04) with the Manuscript Division, Minnesota Historical Society, St. Paul 1: Lucille M. Kane, Curator of Manuscripts.

[2] State or local military records are voluntarily deposited with the State Adjutant General's Office, P. O. Box 481, Jefferson City: Gilbert Knipmeyer, Archivist.

[3] All official State records are kept in the departmental files.

[4] A few State and local archives, together with published State documents, are in the State Library, Concord: Mrs. Mildred Peterson McKay, State Librarian. State documents are deposited here by law, other State and local archives are deposited voluntarily (ch. 90, Laws, 1943).

[5] Published State documents are deposited by law in the State Law Library, Supreme Court Bldg., Santa Fe: Harrison McDonald, State Librarian and State Law Librarian.

[6] The Division of Archives and History and the State Library are under the State Department of Education.

	(6) Kinds of Records (a) Official (b) Private	(7) Methods of Acquiring Archives (a) State or Terr. (b) Local	(8) Nonarchival Functions (a) Historical (b) Nonhistorical	(9) Types of Photoduplication Service
22	(a) State & local archives; (b) none	(a) & (b) Voluntary	(a) Publications, etc.; museum; (b) none	None
23	(a) State archives; (b) none	(a) Requisition or order; (b) none	(a) & (b) None	Microfilm
24	(a) State & local archives; (b) mss.	(a) & (b) Voluntary	(a) Hall of Fame; library; publications, etc.; museum; (b) none	Commercial photostat
25	(a) State archives rescued from capitol fire in 1911; (b) mss.; photogs., etc.	(a) Voluntary; (b) none	(a) Library; publications, etc.; (b) none	Not reported
26	Not reported	Not reported	Not reported	Not reported
27	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Deposit by law	(a) Library; publications, etc.; museum; (b) none	Photocopy & commercial photostat
28	None	None	None	None
29	(a) State archives (incl. those deposited by the State); (b) histor. records rel. to N. H.	(a) & (b) Gifts, purchase, deposit	(a) Library; exhibits; publication issued to members; (b) none	None
30	(a) State & local archives; (b) limited number	(a) & (b) By law and voluntary	(a) Library; (b) State recs. program; microfilm unit; recs. center	Microfilm & Contoura
31	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) Library; publications, etc.; museum; (b) none	Commercial photostat
32	Not reported	Not reported	(a) Hist. markers; (b) advice on current records	Not reported

	(1) State or Terr.	(2) Name and Address of Agency	(3) Name and Title of Archival Official	(4) Laws Defining Duties	(5) No. of Archival Employees
33	North Carolina	Dept. of Archives & History, Education Bldg., Box 1881, Raleigh	W. Frank Burton, State Archivist	Ch. 55, Pub. Laws, 1945	9
34	North Dakota	State Historical Soc., Liberty Memorial Bldg., Bismarck	Margaret Rose, Librarian	Rev. Code, 1943	Not reptd.
35	Ohio	State Archaeological & Historical Soc.,[1] Ohio State Museum, Columbus 10	Mrs. Elizabeth R. Martin, Curator of History & Archives	Rev. Code, secs. 149.31 (1465-114), 149.32 (1465-115), 149.33 (1465-116), 149.34, 149.35 (1465-117), 149.381, 307.71 (2459), & Amended House Bill 325	Not reptd.
36	Oklahoma	State Historical Soc., Historical Bldg., Oklahoma City	Mrs. Rella Looney, Staff Archivist	None	1
37	Oregon	State Archives, Oregon State Library, Salem	David C. Duniway, State Archivist	ORS 358.010-358.080; 192.070-192.170; 43.410	4
38	Pennsylvania	Div. of Public Records, Pennsylvania Historical & Museum Commission, Rm 222, Educational Bldg., Harrisburg	Henry Howard Eddy, State Records Officer	Sec. 2801 A, Administrative Code, Rev. 1945, and subseq. acts	7
39	Puerto Rico	Not reported	Not reported	Not reported	Not reptd.
40	Rhode Island	Department of State, 314 State House, Providence 2	Mary T. Quinn, Asst. to Sec'y of State for Archives	Ch. 5, sec. 22; ch. 9, sec. 16, Gen. Laws, 1938	1
41	South Carolina	Archives Dept., World War Memorial, Columbia 1	James H. Easterby, Director	Archives Act, Mar. 26, 1954	8
42	South Dakota	State Historical Soc., Soldiers Memorial, Pierre	Will G. Robinson, Secretary	Ch. 29.0102 & 29.0125, Rev. Code, 1939	4

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[1] The State Records Commission, State Office Bldg., Columbus, authorizes disposition of State records; the County Records Commission, at the county courthouse of each county, authorizes the disposition of county records; the Archaeological and Historical Society selects State records that have been submitted by State and county agencies to records commissions for destruction or upon request from the agencies for a change of custody, maintains custody over them, and services them.

	(6) Kinds of Records (a) Official (b) Private	(7) Methods of Acquiring Archives (a) State or Terr. (b) Local	(8) Nonarchival Functions (a) Historical (b) Nonhistorical	(9) Types of Photoduplication Service
33	(a) State & local archives & security films; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) Hist. markers; publications, etc.; museum; (b) advice on current records; State microfilm service; interne training	Microfilm, photostat & photographic
34	(a) State archives & docs.; (b) mss.	(a) Deposit by law; (b) none	(a) Library; (b) none	Microfilm
35	(a) State & local archives; (b) mss.	(a) & (b) See footnote 1	(a) Research and publications; museum; hist. sites & bldgs.; research library; (b) none	Photographic, photostat & microfilm
36	(a) Local and Indian archives; (b) mss.; photogs., etc.	(a) None; (b) Five Civ. Tribes, deposit by law; others, voluntary	(a) Library; publications, etc.; (b) none	None
37	(a) State & local archives & security films; (b) mss.; photogs., etc.	(a) By requisition; security films by law; (b) 50 yrs. old or noncurrent, by requisition; security films, by law	(a) Publications, etc.; (b) advice on current records; interne training	Microfilm, photostat & photographic
38	(a) State archives; (b) mss.	(a) & (b) Voluntary	(a) Publications, etc.; (b) none	Microfilm & photostat
39	Not reported	Not reported	Not reported	Not reported
40	(a) State & local archives; (b) mss.	(a) Deposit by law & voluntary; (b) voluntary	(a) & (b) Not reported	Photostat
41	(a) State archives & security films; (b) mss.	(a) Compulsory in case of defunct agencies; voluntary in case of others; films, voluntary; (b) none	(a) Hist. markers; publications, etc.; (b) none	Microfilm & commercial photostat
42	(a) State census recs. & pub. State docs. only; (b) mss.; photogs., etc.	(a) Deposit by law; (b) none	(a) Library; museum; (b) advice on current records	Photocopy

	(1) State or Terr.	(2) Name and Address of Agency	(3) Name and Title of Archival Official	(4) Laws Defining Duties	(5) No. of Archival Employees
43	Tennessee	Div. of Archives, State Library & Archives Bldg., Nashville 3	Dan M. Robison, State Lib. & Archivist	Ch. 197, Pub. Acts, 1951	7
44	Texas	Archives, Texas State Library, Highway Bldg., Austin 11	Seymour V. Connor, Archivist	Rev. Civil Stat. 1925 (1953), art. 256	5
45	Utah	State Historical Soc., State Capitol, Salt Lake City 1	Arlington R. Mortensen, Exec. Secy.-Ed.	Code Annot., 1953, secs. 64-5-2, 64-5-3, 64-5-4, 64-5-6	1
46	Vermont	Public Records Commission, State House, Montpelier	Olney W. Hill, Dir. of Pub. Records	Sec. 4174-4177, Stat., Rev. 1947	3
47	Virgin Islands	Not reported	Not reported	Not reported	Not reptd.
48	Virginia	Archives Div., Virginia State Library, Richmond	Wm. J. Van Schreeven, State Archivist	Title 42, art. 4, Code, 1950	16
49	Washington	State Archives, Dept. of Public Institutions, Public Lands — Social Security Bldg., Olympia	Robert C. Nesbit, State Archivist	Title 40, Rev. Code, and ch. 145, Laws, 1951	3
50	West Virginia	Dept. of Archives & History, Capitol Bldg., Charleston 5	Mrs. Dale Thomas, Director	Ch. 29, art. I, secs. 1-4, as amended by 1953 Legislature	5
51	Wisconsin	Div. of State Archives, State Historical Soc., 816 State St., Madison 6	Jesse E. Boell, Chief Archivist	Secs. 18.03, 44.08-44.10, 59.716, 59.717, Stat. 1951 (1953 Stat. will be the same)	5
52	Wyoming	State Archives & Historical Dept., State Office Bldg., Cheyenne	Lola Homsher, Director	Ch. 143, sec. 11, 1953	3

	(6) Kinds of Records (a) Official (b) Private	(7) Methods of Acquiring Archives (a) State or Terr. (b) Local	(8) Nonarchival Functions (a) Historical (b) Nonhistorical	(9) Types of Photoduplication Service
43	(a) State & local archives; (b) Tenn. Hist. Soc. mss. collection	(a) & (b) Voluntary	(a) Admin. of mss. of Tenn. Hist. Soc.; publications; (b) none	Microfilm, photostat & Varifax
44	(a) Archives of Repub. of Tex.; recs. of Span. & Mex. Govts.; recs. of State agencies to 1900 (excl. Gen. Land Off.); (b) mss.; photogs., etc.	(a) Deposit by law & voluntary; (b) voluntary	(a) Ref. library; hist. research; publications, etc.; (b) none	Photostat
45	(a) State & local archives; (b) mss.	(a) & (b) Voluntary	(a) Library; publications, etc.; (b) none	None
46	(a) State & local archives; (b) those related to public affairs	(a) Voluntary or by order; (b) voluntary	(a) Publications, etc.; (b) recs. mgmt.; forms standardization	Microfilm & wet process prints from reader enlargements
47	Not reported	Not reported	Not reported	Not reported
48	(a) State & local archives; (b) mss.; photogs., etc.	(a) & (b) Voluntary	(a) & (b) None	Microfilm, photostat & photographic
49	(a) State archives; (b) none	(a) Voluntary; (b) none	(a) & (b) None	Microfilm
50	(a) State archives; (b) mss.	(a) Documents, deposit by law; others, voluntary; (b) voluntary	(a) Publications, etc.; museum; (b) none	Microfilm & commercial photostat
51	(a) State & local archives; (b) bus. recs. in depositories	(a) Requisition or order of Commission on Public Records; (b) deposit by law or voluntary	(a) & (b) None	Microfilm & photostat
52	(a) State & local archives; (b) none	(a) & (b) Requisition or order	(a) Publications, etc.; museum; (b) none	None

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Seventh Day Adventist Archives

By JASON HORN[1]

Washington, D. C.

THE PROBLEM of a continually increasing worldwide membership and a concomitant growing volume of records, together with the greater interest in the past which comes with greater age, has resulted in a recent decision by the leadership of the Seventh Day Adventist Church to develop a central archives of the General Conference, or top administrative body, of the church.

The General Conference occupies a four-story modern office building at Takoma Park, Md., near Washington, D. C. The General Conference headquarters is organized administratively into: (a) 12 worldwide geographical divisions, reflecting the extensive foreign mission activity of the church; (b) 11 functional departments, including education, home missionary, medical, ministerial, North American colored, publishing, radio, religious liberty, Sabbath school, temperance, and young people's missionary volunteer departments; and (c) approximately 11 other major nondepartmental bureaus, commissions, corporations, or services, including such organizations as an insurance service, a bureau of press relations, and a council on industrial relations. Administrative and fiscal services and overall coordination are the responsibility of the equivalent of an administrative department under the secretary of the General Conference.

At present there is no central collection of the records of the church. Each major division, department, bureau, commission, corporation, or service maintains its own records. Current records are maintained in offices; noncurrent records, in basement vaults, in other basement facilities, and in transfer cases in the attic. Each of the above major organizational elements decides for itself what records should be kept permanently, what should be destroyed, and when such destruction should take place. The same is true for the various regional and local church or church-related offices throughout the world except for administrative records, which cannot be destroyed without approval from the administrative department under the secretary of the General Conference.

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[1] This article is based upon a visit by the writer on Feb. 16, 1954, to the offices of the General Conference of the Seventh Day Adventist denomination, and interviews there with Elder Denton E. Rebok, secretary of the General Conference, and Miss Bessie Mount, a curator of the Ellen G. White collection; *The Custody and Use of the Ellen G. White Writings* (1953); and the *Seventh Day Adventist Yearbook, 1953.*

The records of this last department constitute probably the most important records in terms of the institutional history of the church. The department's records go back to the formal organization of the denomination at Battle Creek, Mich., on May 21, 1863, with a constituency of 125 churches and 3,500 members in the United States. The records trace Seventh Day Adventist growth since then to a status of 910,369 communicants (estimated Sept. 30, 1953), and 10,830 churches (as of Dec. 31, 1952), in 197 countries (as of Dec. 31, 1952), operating 43 publishing houses and branches issuing 342 periodicals. During the Church's history since 1863 its headquarters has been moved only once, from Battle Creek, Mich., to Takoma Park, Md., in 1903.

Originally all the administrative department records were kept under the supervision of the statistical secretary. Relatively soon after the move to Takoma Park, however, during the statistical secretaryship of H. E. Rogers, the records were separated into three record groups: (1) statistical and related records documenting the various aspects of denominational growth; (2) correspondence and related records of the secretary and of various administrative officers from 1863; and (3) official records of General Conference and various committee meetings from 1863. All three record groups are considered adequately indexed by the secretary of the General Conference. The first record group is under H. W. Klaser, the others under Miss Katie Farney. Research access by recognized authorities is permitted only to the first; some of the third has been published and is thus available to researchers. The rest is closed to researchers. After records in the first two record groups above are 2 years old, they are screened by Mr. Klaser and Miss Farney to separate records of temporary value from those of permanent value. Recommendations for disposal are submitted for approval to a small general committee under E. D. Dick, a former long-time secretary of the General Conference.

Besides the three record groups above, the administrative department is indirectly responsible for two other groups of particular importance in documenting church history. One is a collection of Advent sources, housed in the Seventh Day Adventist Seminary Library in Takoma Park. It was begun about 25 years ago by L. E. Froom in connection with his preparation of the four-volume *Prophetic Faith of Our Fathers*. The other record group is a collection of all publications, including both books and periodicals, issued anywhere and by any Seventh Day Adventist church element throughout the denomination's history. This collection, which is housed in the seminary library under Mrs. Mary Jane Mitchell, the librarian, was begun only 3 years ago and is as yet incomplete. A major acquisition program is in progress to fill gaps in the collection of past publications. Current publications are acquired systematically by automatic deposit of copies in the collection by the responsible publishing houses. There is no restriction on access by researchers to either the publications or Advent sources.

A specialized and important body of papers is the Ellen G. White collection, separately administered by a specially appointed board of trustees. This is housed in a 15 x 26 ft. vault in the basement of the General Conference building. Mrs. White (1827-1915) was a major prophet of, and source of inspiration to, the church. She was also the wife of James White, second president of the General Conference from 1865 to 1867. Principal components of the collection, which is maintained by a staff of four under Elder Arthur White, are: (a) 50,000 manuscript pages of Mrs. White's writings kept in a 72-drawer Shannon file cabinet; (b) 4,000-5,000 periodical articles by Mrs. White; (c) her diaries; and (d) her published books. There is a 14,000 card index to the manuscripts and periodical articles. The collection was moved to Takoma Park in 1938 from Mrs. White's last home near St. Helena, Calif. The collection is accessible to responsible researchers who are approved by the board of trustees, but to avoid possible distorted use, publication of material based upon such research is dependent on approval by responsible church authorities. The church is seeking donations for a $50,000 fund to finance the preparation of a 2,500,000 card concordance-type index to the collection.

Current planning by the secretary of the General Conference, Elder Denton E. Rebok, looks toward the establishment within the next 5 years of a central archives for all noncurrent and permanently valuable records of all organizational elements of the General Conference. This archives would also include manuscript collections of the papers of such leading figures in the history of the church as the church may desire, and is able, to acquire. A program for the acquisition of such papers is already under way. The archives would be housed in a special section of a projected large new seminary library building in the Takoma Park area. One person would be designated as Archivist.

As yet no consideration has been given to the problem of whether or not to establish centralized control over the disposal of the present separately-managed divisional, departmental, and other records. Detailed planning, however, is just beginning. Thus, as yet no inventory has been taken of the volume of present holdings of all permanently valuable records of all organizational elements of the General Conference, nor has any accurate estimate yet been made of the current and projected annual rate of accrual of such records. Such preliminary groundwork will be necessary to determine adequate physical requirements for the central archives. That such an archives is being planned, however, is an important development in American religious institutional history.

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Washington Research Opportunities in the Period of World War II[1]

By FRITZ T. EPSTEIN

Library of Congress

THIS summer Edward Mead Earle wrote in the *American Historical Review*: "The real problem of the historian of contemporary affairs is not that he will be bedeviled by what he does not know by reason of paucity of evidence, but rather that he will be overwhelmed by the sheer mass and richness of the documentation at his disposal."[2] If confirmation and corroboration of Mr. Earle's statement is needed, this paper, dealing only with some specialized documentation available in Washington, will provide it.

At the time when the topic of my address was suggested, it seemed that a discussion of research potentialities in Washington based on primary sources of foreign origin on the World War II period would have to concentrate on holdings of the Library of Congress and the National Archives, although the principal deposits of these materials had been made known in the spring of 1953 by the *Guide to Captured German Documents,* a publication of the War Documentation Project about which I shall say more later on.[3]

Since the program of this meeting went to press, an unexpected windfall has enhanced the research possibilities in the greater Washington area to a degree which could hardly have been hoped for only a few weeks ago.

Three years ago, at the 1950 Chicago meeting of the American Historical Association, Kent Robert Greenfield, Chief Historian of the Army, discussed a Department of the Army statement which made accessible to qualified scholars for unofficial research the World War II records of the War Department and the Army. Today it is my privilege to give due publicity and emphasis, in an unofficial capacity, to a similar step for which American and foreign scholars have long been waiting. Recently, by administrative declassification actions, restrictions on German materials, estimated as between 5,000 and 6,000 linear feet, have been lifted. These documents are kept at the Departmental Records Branch in Alexandria, Va., which is included in the greater Washington area.

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[1] Paper read at the meeting of the American Historical Association in Chicago, December 29, 1953.

[2] *American Historical Review,* 58:947 (July 1953).

[3] *War Documentation Project Study No. 1*: *Guide to Captured German Documents,* prepared by Gerhard L. Weinberg and the WDP staff under the direction of Fritz T. Epstein. (Air University, Human Resources Research Institute, Maxwell Air Force Base, Alabama, Research Memorandum, vol. 1, no. 2, Dec. 1952. 90 pp.)

For some time historians have known that the Army has in its custody large quantities of captured German documents, concentrated in the Departmental Records Branch under the authority of the Adjutant General's Office. In general terms it can be said that in both quantity and quality they surpass most of the materials which so far have been available at the Library of Congress and the National Archives.

The declassification action of the Army, opening up a wide new field to intensive private historical research, proves that the high-level administrators of the captured German documents are convinced that the time has come to remove certain security measures and give historians the opportunity to examine and to exploit these materials. This action of the Army considerably alters and widens the research potentialities in the Nation's capital. Under the changed circumstances the emphasis of this paper will, therefore, be put on the recently declassified and hitherto unknown materials rather than on pertinent holdings of the Library of Congress and of the National Archives, most of which have been listed in detail in the previously mentioned *Guide to Captured German Documents.* The Captured Records Section, formerly the German Military Documents Section, of the Departmental Records Branch will in my opinion rank in the future as a treasure house, second to none, of unrestricted German documentation.

As the result of an agreement between the United States and British Armies the German Military Documents Section was activated on July 14, 1945, and put under the authority of the War Department General Staff. Since June 1, 1947, it has operated under the authority of the Office of The Adjutant General. The declassified material comprises four different types: German military records; records of German civilian agencies, including the records of several Reich ministries; records of the National Socialist Party; and miscellaneous records of German cultural and political organizations. I should like to say a few words about each of these four groups.

Military records

The declassified German Army materials belong either to offices under the authority of OKW (Oberkommando der Wehrmacht), the High Command of the Armed Forces, or to those under the OKH (Oberkommando des Heeres), the High Command of the Army. I shall mention only a few of the more important collections of both record groups. Often the name of an office conveys an idea of the type of documentary materials that researchers can expect in the relevant record group.

Among the declassified records of the Armed Forces High Command are the papers of the Office of the Deputy Chief of the Armed Forces Operations Staff (Stellvertreter, Chef Wehrmachtführungstab). They include German plans of operations for invasions of southern France, Luxembourg, Belgium, the Netherlands, England, Spain, the Balearic Islands, the Balkan States, Crete, Norway, and Poland. Drafts of the armistices between Italy and France and between Germany and Yugoslavia, material pertaining to problems of German administration of the eastern territories, correspondence concerning the capitulation of Germany, and a study of politics in the so-called Protectorate, Bohemia and Moravia, are also included. Other declassified documents are folders of the Armistice Commission (Waffenstillstandskommission), which include a considerable amount of material on the French armament industry and French supplies, as well as correspondence, 1940-44, about the German-French and the Italian-French armistices.

The attention of economic historians is called to the records of the Armed Forces Economic Office (Wehrwirtschaftsamt), with reports on foreign economy, reports on loot taken from occupied territories, and war production; and the records of the General Armed Forces Office (Allgemeines Wehrmachtsamt), with reports on malfunction of equipment. These two collections, if combined with the archives of certain corresponding offices of the Army High Command, especially with the records of the Inspector General of Armored Troops (Generalinspekteur der Panzertruppen) and with the records of the Reich Ministry for Armaments and War Production (Reichsministerium für Rüstung and Kriegsproduktion), make possible the writing not only of the history of German armament and equipment but also of a comparative study of the armament race on the basis of prewar doctrines concerning war in the future. It must be stressed that the records of the various German military and civilian agencies concerned with economic matters, such as the Armed Forces Economic Office, the Reich Ministry of Economics, and the Reich Ministry for Armaments and War Production, contain immense collections of materials on practically every aspect of economic life in Europe, Africa, Asia, and Australia. These economic records contain German estimates of the accessibility to Germany of strategic commodities and estimates of the economic war potential of other countries.

Of the other two branches of the German Armed Forces, the Navy and the Air Force, only documents of those sections of their High Commands that formed part of the High Command of the Armed Forces are now open in Alexandria. They include documents of the Air Force Operations Office (Operationsabteilung der Luftwaffe) and of the Navy Operations Office (Operationsabteilung der Marine) ; the latter contains correspondence on the French fleet in Toulon and on operational and tactical questions of the war in the North Sea.

The German Air Force documentation in Washington, the Von Rohden collection in the Library of Congress, will be mentioned later. The records of the German Navy, the Tambach archives (named after the place near Coburg where they were found by the Allies), containing material on a century of German naval history (1848-1945), have not yet been declassified. The Office of Naval History has microfilm copies and a few duplicates of most of the post-1919 records. The original documents were classified by, and are in custody of, the British Admiralty.

Records of Civilian Agencies

The names of the declassified records of civilian agencies indicate the content of their archives. This is true for the Reich Ministry for Public Enlightenment and Propaganda, the Goebbels Ministry, the Reich Ministry for Armaments and War Production, the Speer Ministry, the Reich Ministry of Economics, and the Reich Ministry of Posts and Telegraphs.

The captured German records constitute a valuable source of information concerning civilian affairs and military-government matters on the European continent during World War II. The records of the Reich Ministry of Economics, for instance, illuminate the organization of military government in German-occupied areas, German utilization of industrial facilities in Eastern Europe, and the German economic exploitation of France, Belgium, and the Netherlands. Among the records of the Reich Ministry for Armaments and War Production of particular interest are documents of the ministry's Eastern Economic Staff and Economy Commands. The Economic Staff records include evaluations made by the Germans of their occupation policies and procedures after they evacuated Russian areas, together with recommendations as to policy changes to be made in case of reoccupation of these areas.

The NSDAP records

The declassified Nazi Party records in Alexandria include record groups of the majority of its organizations, with the notable exception of the Schutzstaffel (SS) and those institutions that were under Himmler's authority as the Reich Leader of the SS and Chief of the German Police (Reichsführer SS und Chef der Deutschen Polizei). One major activity of the SS, however, the repatriation and the resettlement in Germany and occupied territories of "ethnic" Germans from Eastern Europe, under the guidance of the SS, can be studied in the documents of the Office of the Commissioner for the Strengthening of Germandom (Reichskommissar für die Festigung des deutschen Volkstums). With regard to the police functions of the SS it is noteworthy that all the papers dealing with the July 1944 plot against Hitler, including the People's Court (Volksgerichtshof) proceedings and the reports of the Security Police (Sicherheitsdienst), have been declassified.

The records of the office of Alfred Rosenberg in his capacity as the Führer's Deputy for the Supervision of Ideological Education (Beauftragter des Führers für die Überwachung der gesamten geistigen und weltanschaulichen Erziehung) comprise not less than 30 linear feet.

Miscellaneous records

Several record groups of considerable political and cultural significance form part of the declassified miscellaneous documentation. German economic history, especially the history of the German labor movement, will profit from exploiting the records of the Federation of German Trade Unions (Allgemeiner Deutscher Gewerkschaftsbund), 1925-33, and the records of the Rheinmetall-Borsig Co. Cultural institutions the history of which can now be explored are the German Academy (Deutsche Akademie, München), 1922-45, the Academy for German Law (Akademie für Deutsches Recht), and the German Institute for Relations with Germans Abroad (Deutsches Auslandsinstitut, Stuttgart).

Non-German Documentation

Although during the war the Germans systematically traced and confiscated military and political records in conquered countries, little of such non-German documentation has fallen into the hands of the Western Powers. With the exception of the Document Collection Center South, in Munich, all the great German depositories for captured documents (the Document Collection Center East, in Danzig-Oliva; the Document Collection Center West, in

Berlin-Wannsee; and the Document Collection Center Southeast, in Vienna) were located in territory which the Russians occupied. The Archives Commission of the German Foreign Office was for a time in possession of large groups of documents of the foreign ministries of Norway, the Netherlands, Belgium, France, Yugoslavia, and Greece; but most of them were lost in the bombing attacks on Berlin. German wartime publications of captured documents are listed in an appendix to the *Guide to Captured German Documents,* in an attempt to provide a bibliographical listing of records that have been destroyed.

For the convenience of those who intend to use the German materials in Alexandria, I may add that to obtain access to the declassified records an application should be sent to the Chief of Information of the Army, attention Public Information Division. Noncitizens must use different channels. The records can be used only in the Alexandria depository; their loan will not be permitted. Detailed descriptions of the declassified records will be published.[4] Most of the declassified records have not been translated into English.

I shall now turn to the Library of Congress and to the National Archives. Knowledge of their holdings of captured foreign documentation is greatly facilitated by the *Guide to Captured German Documents.* The Human Resources Research Institute at Maxwell Air Force Base has distributed copies of the *Guide* to all major libraries and to those Government agencies that might be interested. During the 18 months that have passed since the completion of the *Guide* certain changes in the holdings of the Library of Congress and of the National Archives have taken place — additions as well as removals — which I shall mention. Important as these changes are, they do not basically alter the picture as presented in the *Guide.*

THE WAR DOCUMENTATION PROJECT

The *Guide* was prepared by the staff of the War Documentation Project. This Project was initiated in the summer of 1951 as an interdepartmental enterprise to catalog and investigate the vast masses of captured German documents that came into the possession of the United States Government during and after the Second

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[4] See Adjutant General's Office, Administrative Services Division, Departmental Records Branch, *General List of Seized Records Available for Unofficial Research* (Reference Aid No. 15, Washington, Feb. 1954. DRB Publication No. 54-1, 7 pp.).

World War. The surveying phase of the Project was jointly supported by the Departments of the Army and the Navy and by the Department of State; it was completed in June 1952. In its present, second phase the Project in a systematic manner exploits, under the auspices of the Human Resources Research Institute, certain parts of the documentation that were surveyed during the first phase.

The War Documentation Project has appreciated the privilege of making known to the general public for the first time the unclassified documentary holdings of the following American institutions: the Library of Congress, the National Archives, the Hoover Institute and Library, and the Yiddish Scientific Institute and Library.

The Library of Congress

The *Guide* shows that the extensive foreign documentary holdings on the period of the Second World War in the Library of Congress are divided between the main collection and various special collections. These holdings are partly based on materials collected in Washington for the war-information purposes of Government agencies. The Interdepartmental Committee for the Acquisition of Foreign Publications brought to Washington materials from enemy, neutral, and allied countries. Especially noteworthy groups of the Library's World War II collection are remarkable runs of the underground press of France, Belgium, the Netherlands, Norway, and Denmark, and thousands of German posters and leaflets, many of them in foreign languages, which are of great value for a study of German psychological warfare.

The Manuscripts Division and the Aeronautics Section of the Science Division must be singled out as the most representative among the Library's divisions with large document holdings. Groups of German captured documents began to drift into the Library shortly after the end of the war from various sources, such as the War Department, the Department of State, and the Library of Congress Mission to Germany.

Of first importance among the German holdings of the Manuscripts Division are the so-called Himmler files. They consist of photostatic copies of the 1938-44 files of one of the offices under Himmler's jurisdiction, and are labeled: "Reichsführer SS. Persönlichter Stab, Schriftgutverwaltung." This group is supplemented by another set of photostats in the Hoover Library. In the Himmler files much material is to be found on enforced migrations and population movements, which were one of Hitler's fallacious means of "correcting" history and which cruelly boomeranged against the Germans in the postwar wave of expulsions. The Himmler files are also an important source for the study of antipartisan warfare in the East and in the West, efforts of German authorities to use anti-Soviet national movements in the German interest, the resettlement of Germans brought to the Reich from countries of Eastern and Southeastern Europe, and the recruiting of foreign legions of the Waffen SS.

Next in importance to the Himmler files the papers of Fritz Wiedemann should be mentioned. As Captain Wiedemann he was Hitler's superior officer in the first World War. Later he became Hitler's personal adjutant, and between 1938 and 1941 he served as German Consul General in San Francisco. Among his papers, drafts of reports on his mission to London in July 1938, when he had an important conversation with Lord Halifax, have been found; they will be published in the *Documents on German Foreign Policy*.

The largest German record groups in the Manuscripts Division are the Deutsches Auslandsinstitut papers and the Rehse collection. The latter is a private collection which had become part of the Nazi Party's main archives. Detailed descriptions of both record groups are to be found in the *Guide*.

Certain German Air Force documentation, chiefly concerning the German aircraft industry, which came to the Library after the war from the United States Air Force, has recently been transferred to the Departmental Records Branch in order to have it filed with other materials of the same type. During the last war materials relating to German aviation were assembled by the Air Documents Research Center of the United States Air Force in Europe and were later transferred to Dayton, Ohio, for cataloging and analysis. From German Air Force documentation in British custody several former high-ranking German Air Force officers, under the guidance of Maj. Gen. Von Rohden, prepared for the United States Air Force a summary "History of the German Air Force During World War II." A copy of the "History," draft memoranda of the "Project Von Rohden," and the supporting German documentation were presented to the Library of Congress by the Air Force.

The German documents in the Aeronautics Section and basic American materials — such as the papers of Gen. Billy Mitchell, General of the Air Force Henry H. Arnold, and Gen. Carl Spaatz, United States Air Force Chief of Staff — which have been deposited in the Manuscripts Division — will make the Library of Congress one of the future centers of research on air warfare.

The Library of Congress has also become the depository for portions of confiscated German aeronautical libraries, including those of the German Air Ministry and of the German Academy for Aeronautical Research. Such of these materials as were not duplicates of works already in the Library of Congress have been incorporated in the general collections of the Library; duplicates have been made available for exchange.

The Prints and Photographs Division has received several unusual collections. Of great interest to historians of German culture and art are between 6,000 and 7,000 photographs of the so-called "Führerprojekt" which after 1943 attempted to photograph all immovable works of art that might be endangered by anticipated Allied bombing. This project was not confined to the Reich proper; it also covered objects of art in Alsace-Lorraine, Austria, Estonia, Latvia, Czechoslovakia, and Poland.

The Goering albums in the Library of Congress; and a photograph collection on Hitler, 1920-44, made by the Heinrich Hoffmann Press Illustration Service, and the Ribbentrop albums in Alexandria, are probably the most exhaustive photobiographies of our times.

The Law Library in the Library of Congress contains records of the trials of war criminals in Germany and Japan. I will have a few words to say later on the Nuremberg documentation in the greater Washington area. The Law Library has also received, through the courtesy of the Finnish Ministry of Foreign Affairs, an English translation of the proceedings of the Finnish War Guilt Trial, which was held in Helsinki between November 1945 and February 1946.

The National Archives

The *Guide to Captured German Documents* lists for the National Archives two important record groups — materials of the former German Ministry of Foreign Affairs and of the Potsdam Heeresarchiv.

Since 1951 the Department of State has transferred in two installments to the National Archives a large number of rolls of microfilm prepared by the German War Documents Project. They contain German Foreign Ministry records of World War I and of the period of the armistice and the Peace Conference up to the signing of the Versailles Treaty. These films throw new light on peace mediation and peace moves during the First World War.

Official and personal papers of some of the outstanding German military leaders in the nineteenth and twentieth centuries formed until recently part of the World War II collection of seized enemy records. These papers had been evacuated during the war from the Heeresarchiv Potsdam. The *List of File Microcopies of the National Archives*, published in 1950, contained descriptions of the Gröner and Von Seeckt papers, but not long ago the papers of the German military leaders were transferred to the Departmental Records Branch in Alexandria; they are now no longer open to the public. The National Archives closed this special collection in order to avoid possible future legal complications under copyright law.

Another important group of German documents, declassified by the State Department and now available at the National Archives, are the Stresemann papers. Since all the biographers of Stresemann have concentrated on his role as the outstanding Foreign Minister of the Weimar Republic, the Stresemann files deserve close scrutiny as material for German internal history and for a better understanding of Stresemann as a party leader.[5]

I want to conclude my remarks on Washington foreign research materials in the field of recent history by briefly discussing two large unrestricted accumulations of captured documents scattered in the Library of Congress, the National Archives, and the Departmental Records Branch — namely, Japanese records in the greater Washington area and the so-called Nuremberg documentation.

JAPANESE DOCUMENTATION

The Japanese documentation consists of the following three large groups: the microfilmed archives of the Japanese Ministry of Foreign Affairs, kept at the Library of Congress; the records of the Japanese War and Navy Ministries from 1867 to 1945, kept at the National Archives; and the records of the International Military Tribunal for the Far East in Tokyo, kept in the Law Library of the Library of Congress and at the Departmental Records Branch. It is not yet sufficiently recognized how much important documentation on international policies in the 1930's and for the last war is included in the proceedings of the Tokyo tribunal.

A little more should be said about the Japanese Foreign Ministry Archives Microfilming Project. The Library of Congress, through the cooperation of the Department of State and the Office of the

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[5] The Stresemann papers have been analyzed by Hans W. Gatzke; see his article "The Stresemann Papers," in *Journal of Modern History*, 26: 49-59 (Mar. 1954).

Supreme Commander of the Allied Powers in Japan, completed in June 1951 a project for microfilming selected archives of the Japanese Foreign Ministry, 1867-1945. The project produced 2,116 rolls of negative microfilm comprising 2,100,000 frames of film. The films were declassified by the State Department before the materials were released to the Library of Congress for general use. All of the negative films are now in the Library's Photoduplication Service. Positive reproductions of 50 rolls have been made. These positive films are in the Japanese Section of the Orientalia Division.

In 1948 a large collection — more than 300,000 pieces of Japanese material — was transferred to the Library of Congress by the Washington Document Center. Since the end of World War II the Library has acquired so much Japanese material, both by purchase and by transfer from other Government agencies, that in November of 1953 it was estimated that, even if there were no new acquisitions, 125 years would be required for the present staff of the Japanese Section to catalog the existing backlog.

The archives of the German-Japanese Association (Deutsch-japanische Gesellschaft) are now accessible at the Departmental Records Branch.

So much for Japanese documentation.

The Nuremberg Documentation

The so-called Nuremberg documentation in Washington comprises the records of the International Military Tribunal and the series of 12 cases tried after the IMT trial. It includes tens of thousands of German documents collected by the prosecution and by the defense. Between 1945 and 1948, 61,000 documents were filed for official registration in the Nuremberg central documents room by Allied investigators. The total of documents reproduced for all the trials amounted to more than 750,000 mimeographed pages.

Innumerable Nuremberg documents have never been printed and are available only in mimeographed or typewritten form. The rapid deterioration of unprinted Nuremberg trial materials deposited in archives and libraries in this country and abroad is a matter of grave concern. A new process, however, for regenerating photostats that have faded away has been developed by German chemical research and successfully applied to large holdings of Nuremberg trial materials kept at the Nuremberg State Archives.

Lester K. Born, coordinator of microproduction projects of the Library of Congress, has investigated the possibility of microfilming the essential documentation connected with the Nuremberg trials. This could probably be done only as a cooperative project of American and European archives and libraries. Dr. Born estimates that an absolute minimum of two and a half million pages would have to be microfilmed, even after the elimination of the substantial quantity of material that has been printed in its entirety or so fully as to render further reproduction unnecessary.

Since the completion of the Nuremberg trials criticism of the methods of collecting documentary evidence and of analyzing the documents has been mounting. In a rather sweeping statement Robert M. W. Kempner, former United States Deputy Chief of Counsel for War Crimes in Nuremberg, has called the Chief of Counsel's office "the world's greatest institute in European foreign relations and history, and of German government, military, and business administration." In my opinion the Nuremberg proceedings have rather impaired the prestige of historical research than increased it. A constant battle was fought at Nuremberg between the defense and the prosecution over the use of historical documentation, and a German lawyer bitterly complained (I quote from the record of the Weizsäcker trial):

> The prosecution does not submit its documents in order to establish the actual facts and the historical truth, but makes its selection of the documents purely from the point of view of their suitability to point an accusing finger against the defendants.

The fervor of the defense to find facts that might lead to exoneration and to furnish such material evidence was as great as the passion of the prosecution to submit incriminating material. It is true, in the words of the Prosecution Counsel, that the "growing source book of history has been the backbone of the Nürnberg story." But it is also evident that today the scholar in his search for the historical truth must approach and use the Nuremberg documents more objectively than did the prosecution and the defense 7 and 8 years ago.

This brings to an end my rapid survey. In closing I wish to express my profound gratitude to those administrative officers of the Library of Congress, the National Archives, and the Departmental Records Branch who have facilitated in every way possible the preparation of this address. I know that nothing will give them greater pleasure than to welcome and assist qualified scholars who wish to make use of these valuable materials.

A Note on Record Containers[1]

By VICTOR GONDOS, JR.

National Archives and Records Service

THROUGH the years there has been considerable argument over the respective merits of vertical and horizontal filing. There is no intention here to choose sides in that interesting controversy, as it is not believed that either point of view has a monopoly of the truth. Nor is there any intention to question the usefulness of many types of containers that are not mentioned here. Rather, this note has the modest purpose of describing the two types of record containers which have become, through the test of time, the established standards in the practice of the National Archives and Records Service of the General Services Administration, hereafter referred to as NARS.

In answering a recent inquiry from a foreign source, addressed to the Society's Committee on Archival Buildings and Equipment, it was borne in upon this writer that through the attritive experience of the past dozen years two well-differentiated concepts of noncurrent records storage have gained acceptance in NARS. These concepts are respectively exemplified by the National Archives document container and the Records Center carton.

In the matter of packing, storing, or filing textual records of the letter and legal size (8″ x 10½″ and 8″ x 14″ respectively), NARS recognizes, however, that fundamentally there are three basic types of containers, each of which is most useful for the particular purpose served: (1) the National Archives document container, (2) the Records Center carton, and (3) the 4- and 5-drawer steel filing cabinet and its cheaper variant, the stackable steel transfer drawer.

All three types of these basic filing units have necessarily undergone a lengthy evolutionary process. There is, of course, ample literature about the steel filing cabinet. This type of container is mentioned because some archival institutions in the United States still prefer to use the 5-drawer steel cabinet for archival purposes, and some records depositories use the steel transfer drawer. The steel filing unit is undoubtedly the most efficient type if the records are frequently referred to and if reference speed and instant accessibility are vital considerations. But the steel filing cabinet and the transfer drawer are considerably more costly forms of storage per cubic foot of records. Assuming the cost symbol of the Records Center carton with its full shelf assembly at 1, then the cost ratios for the document container with its shelving, the steel transfer drawer, and the steel filing cabinet would approximate 2, 4, and 12, respectively.

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[1] The author of this article is chairman of the Committee on Archival Buildings and Equipment of the Society of American Archivists.

The earliest equipped stack areas in the National Archives sported that lordly, expensive, fire-resistant container unit, the heavy gauge steel tray. Cost in the mid-1930's was no object, particularly as all prices were low. But the rise in prices due to the outbreak of war in Europe, as well as the fact that the steel tray was less than an outstanding success in practice, caused the National Archives to experiment with various types of containers of varying materials for use in the then partially or wholly unequipped areas. Cost, convenience, and ease of handling, combined with adequate records preservation qualities, decided the issue in favor of the paperboard container. The reader who wishes to pursue further the grail-like quest for the ideal container can find a definitive description of its characteristics in Arthur E. Kimberly's article in the July 1950 number of the *American Archivist.*[2]

Document Container

Behind the paperboard document container lurks the ghost of the once puissant Woodruff file box, which it so largely displaced. The presently favored container was evolved for the National Archives when, during the crisis of the Second World War, that institution was desperately in need of large amounts of storage units, but when its supply sources were not in position to guarantee the delivery of the customary heavier makes. Finally, after some trial and error and from samples and bids submitted by the manufacturers, an acceptable paperboard container was procured, though of much thinner stock than any then in use.

Although originally thought of as only a wartime expedient, the container proved to be so sound, practically and economically, that it was adopted as a postwar standard. Today the observant archival tourist can find the same type of container, or its aluminum-foil-clad variant, in such widely separated institutions as the Ford

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[2] See "New Developments in Record Containers," by Arthur E. Kimberly, in *American Archivist,* 13:233-236 (July 1950).

Archives in Dearborn, Mich., and the United Nations Archives in New York City.[3]

The specification requirements are for 100% Kraft stock, 300 lbs. minimum bursting strength, .060 inches thickness, a minimum opening and closing test of 250, and adherence to water soluble adhesive. The box is cut and scored from a single piece of paperboard, with a cover hinged along the full length of the back wall as indicated in the accompanying illustration. The National Archives now standardizes this container in two sizes:

(1) Letter size, with inside measurements of 12¼″ long, 10¼″ high, and 5″ wide, with a rated capacity somewhat less than ⅓ cubic foot, and with a weight variation, fully packed, of 9 to 11 pounds, depending on the kind and density of material packed.

(2) Legal size, with inside measurements of 15¼″ long, 10¼″ high, and 5″ wide, with a rated capacity somewhat over ⅓ cubic foot, and with a weight variation, fully packed, of 10 to 12 pounds, depending on the kind and density of material packed.

The unit cost of these containers varies with the number ordered. The letter-size container costs 49c apiece in lots of 1,000, to 62c in lots of 10. The legal size container costs 53c apiece in lots of 1,000, to 66c in lots of 10. At least for present National Archives purposes this type of container is believed to be the optimum combination of economy and efficiency for normal archival storage and reference use. It has the qualities of light weight, sufficient durability, protection against dust and dirt, relatively moderate cost, and easy handling by female as well as male personnel; and it is a convenient unit for reference control.

The container is not fire resistant, but a variant has been developed (see Kimberly, *supra*) which is different only in that the container is covered with a thin skin of aluminum foil, both inside and out. This adds practically nothing to weight, but it affords considerable protection against a quickly extinguishable flash fire and against water damage, so that these boxes may be safely used in conjunction with a standard sprinkler system. The cost of aluminum-clad type containers is about 50 to 90% more than the unclad type. It should be noted that the experimental use of these aluminum-clad containers is in progress. Three drawbacks, however, besides the higher price, limit their extensive use at present: (1) an optically unpleasant glare, (2) the need for a special base for gluing labels, and (3) the tendency of the foil to wear off at the corners with moderate use. Undoubtedly these difficulties can be solved.

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[3] As the National Archives type of container, though of unusual longevity, is a relatively nonstandard box and requires closeness of detail in cutting and overlapping, many container manufacturers do not make it. It can be obtained from such suppliers as the National Metal Edge Box Company, Philadelphia, Pa., and the Hollinger Corporation, 3834 S. Four Mile Run Drive, Arlington, Va.

Records Center Carton

The Records Center carton is also a progeny of the Second World War. It was initially developed and used at the several Naval Records Centers during Emmett J. Leahy's term as head of the Navy's Office of Records Administration. Since then its use has spread to some other Federal agencies, but more especially to the NARS Records Centers, established under the direction of Leahy's former associates, Herbert E. Angel and Everett O. Alldredge.

The fiberboard Center cartons are of the slotted type, and of one-piece construction.[4] Shipped flat to the user, they can be stored easily in a comparatively small space until needed. Only the lapped joint is used. In this joint one edge of the corrugated board overlaps the adjacent edge not less than 1¼ inches, and is secured by staples or stitching wire spaced not more than 2½ inches apart. The cartons are standardized in one principal size, 15″ long, 12″ wide, and 10″ high. Because of its length and width the carton can be used for either letter or legal size documents without waste of space.

The Records Center carton has a rated capacity of approximately one cubic foot, with weight variation — depending on the packing density and kind of material — fully packed, of 25 to 30 pounds. In large lots, and in knockdown form, the cost of each carton is about 10 to 12c, plus about 1c for the cost of assembly. It is obvious that the unit cost varies with the size of an order, but the cost of the carton, assembled, should be in a range of from 11 to 15c.[5]

At the present time this type of container, together with its simple shelving, is considered as the optimum in economy and efficiency for intermediate record storage. It is the lowest in cost of any known type of storage unit and assembly; it is sufficiently durable; it protects against dust and dirt; and, although it is considerably heavier and bulkier than the container unit believed best for archival purposes, it can be used with a fair degree of convenience for reference handling. It should be noted, however, that the Records Center carton, especially when placed on a high shelf, is obviously less convenient to service with female personnel than is the archival type. Reference calls on some types of records in Records Center custody, housed in these cartons, are quite numerous; but, in the main, the Center carton is best suited for records in inactive storage, awaiting the expiration of retention periods before their disposal by sale or destruction. In the matter of disposal, because of their cheapness the cartons can be disposed of *in toto,* along with the contained records, thus saving on the labor cost of removing and preparing the records for transportation.

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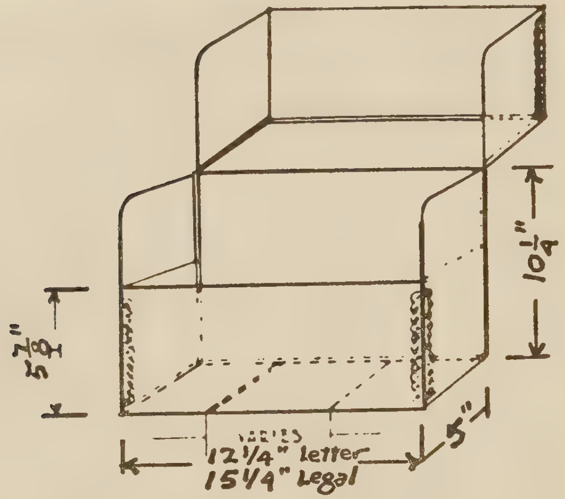
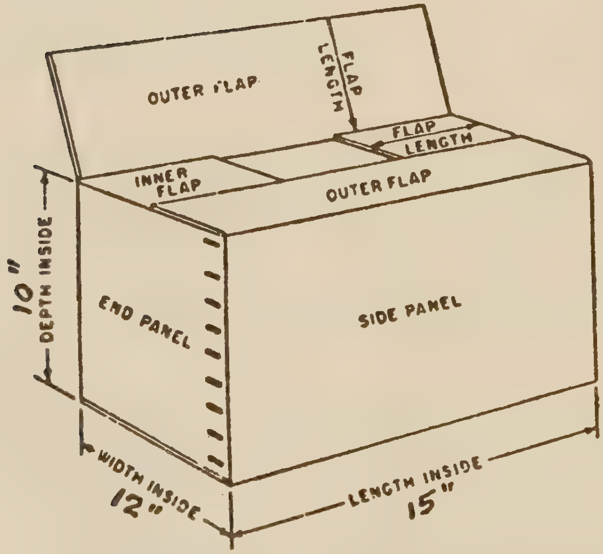
[4] See Federal Specification LLL-B-631c, 13 March 1951; obtainable from the Superintendent of Documents, Government Printing Office, Washington 25, D. C.

[5] The Records Center carton can be obtained from such supply sources as the Container Corporation of America in Chicago, Ill., the Kieckhefer Company in Camden, N. J., and the Gaylord Container Corporation in St. Louis, Mo. It is, however, not a specialized product, such as the document container; therefore it can be obtained from any manufacturer in the cardboard-container industry.

Thus, because of its advantages of lowest cost and largest relative storage capacity, as well as the additional advantage of ease of disposal, the Records Center carton is eminently suited for use in an intermediate record depository.


5 7/8"
10 1/4"
5"
VARIES
12 1/4" letter
15 1/4" Legal

DOCUMENT CONTAINER


OUTER FLAP
FLAP LENGTH
FLAP LENGTH
INNER FLAP
OUTER FLAP
10" DEPTH INSIDE
END PANEL
SIDE PANEL
WIDTH INSIDE 12"
LENGTH INSIDE 15"

CENTER CARTON

A Case Study in Evaluating Sources for Local History

Contributed by HERBERT A. KELLAR
State Historical Society of Wisconsin

FOR the past 3 years the State Historical Society of Wisconsin has held an annual 2- or 3-day Institute on Local History, designed to aid officials and members of county and local historical agencies, other workers in local history, and teachers and to provide them with the latest and best information for their activities. The institute also provides a valuable service by bringing the State society and the local historical agencies in the State into a close relationship in function and performance. The attendance at the 1953 institute was approximately 200. On the first day the local historical societies reported their activities; on the second day the State society presented a case study of a sample project in which a local society might engage. The public is invited to the institute and invited to take part in its sessions.

This article is in the main taken from the mimeographed "Proceedings of the Institute on Local History at the State Historical Society of Wisconsin, August 28 and 29, 1953." The panel discussions reported are those of the sessions of August 29. Members of the panel in the morning session were Herbert A. Kellar (chairman) and Lucile Kellar, respectively coordinator and assistant coordinator of the McCormick collection, State Historical Society of Wisconsin; and the following other members of the staff of the State society: Alice E. Smith, head of the research division; Harry Lichter, collections curator, museum division; Ken Duckett, assistant in the manuscript division; and George Waller, chief of the American history research center. Also on the panel were Lawrence Gara, University of Mexico, Mexico; and Susan Reed Stifler, business historian. In the afternoon session the two last named were replaced by Livia Appel, chief of the publication division, State Historical Society of Wisconsin; and Lillian Krueger, editor of the *Wisconsin Magazine of History*.

SATURDAY MORNING SESSION, 10 A.M.

Mr. Kellar distributed a mimeographed statement containing sample source materials available for a study of the imaginary XYZ Plow Company and its founder, Peter Edward Nye, who had originally gone to La Crosse from Worcester, Mass. These consisted of an extended obituary notice about Mr. Nye, which appeared in a newspaper at the time of his death in 1910; an extract from a county history, which pertained to the history of the plow company from 1910 to 1924, when the company failed in business; and an extract from a diary written by Mr. Nye.[1]

Of these the obituary article called attention to the growth of the XYZ Plow Company in La Crosse and how important it had become in the lives of its citizens. It stressed the aggressive leadership of Peter Edward Nye ("Old Pen," as he was called) in the affairs of the company, indicated in part by the improvements he introduced in the plow business. He was one of the first to substitute steam for horse power and at the time of his death was experimenting successfully with internal-combustion-engine power. His enterprise further led to the development of an extensive foreign business. A leader in civic affairs, he would be missed both as a friend and as a good citizen. The extract from the county history, which covered the story of the XYZ Plow Company after Mr. Nye's time, revealed that Nye's successors lacked his ability to keep up with or ahead of technological advances. Because of failure to develop a successful small tractor to operate the plows made by the company, its products would no longer sell; and, 15 years after Mr. Nye's death, the company ceased to exist. The extract from Mr. Nye's diary is reproduced at the end of this article.

Mr. Kellar noted that in the theoretical case before the institute, all the plow company records and those pertaining to Nye had been transferred from the old "Castle" of the Nye family to the Nye wing of the La Crosse Public Library. The Agricultural and Mechanical Society of La Crosse had been asked to investigate the possibility of preparing a history of the company from the available records. Members of the society were now reporting as members of a panel before the institute.

Asked about newspaper sources for the history, Mr. Waller said that there were only a few original issues of newspapers in the collection and the newspaper clippings on file at the library consisted of only scattered items, practically all of them laudatory. There were two volumes of selected clippings, which obviously were inadequate. Most of them bore no notations as to the names of the papers or the date of issue. It was necessary to locate files of the local newspapers (if possible an unfriendly as well as a friendly newspaper) and mine them for information about the company — its policies, its labor relations, its profits, and its community contributions. The editor of one of the papers under consideration appeared to be personally hostile to Mr. Nye. He sided with labor in strikes and other controversies with the company. This constituted a good though obviously biased source, and the experienced researcher could easily strike a balance between what actually happened and what was clearly slanted newspaper reporting or editorial comment.

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[1] The following paragraph, covering the content of the obituary notice and the extract from the county history, is inserted here because lack of space prevents printing the items in full. The extract from the diary appears at the end of this article.

Miss Smith commented on the necessity for consulting newspapers outside the La Crosse area for a better picture of the company, its influence, and its policies. Comments from outside were likely to be less partisan and give a better picture of what actually happened.

On question, Mrs. Kellar reported that the Nye collection in the La Crosse Public Library contained a number of books and other printed items. First of these were publications containing biographical information on members of the family. There were also a large number of pamphlets, circulars, and advertising brochures, together with dissertations on tariffs, and clippings on events within the country affecting the company. These materials indicated that Nye was a man of wide interests. There were other printed items in favor of a high tariff, on patents, and on the litigation which resulted from Nye's business activities; books on advertising; a good set of agricultural periodicals containing advertisements, articles, and notes about the XYZ Plow Company, as well as rival companies; and catalogs issued by rival plow companies.

Miss Smith reported that the Nye papers comprised a good personal manuscript collection, including a considerable amount of correspondence. A two-volume diary, 1865 to early 1910, proved that Nye was obviously a war veteran. The entries were very revealing, covering the beginnings of the plow company and containing unique material on its early days, which could be recaptured from no other source since the writer was dead. Mr. Lichter questioned the authenticity of the diary, since it claimed that the writer had journeyed by boat from Savannah to La Crosse in January. Mr. Kellar thought this proved that the diary, like all diaries, must be used with caution. Miss Smith said that the collection also contained a personal letter-press copy book. Some of the copies were legible, some were not. Mr. Kellar demonstrated how illegible entries could often be made readable by inserting a sheet of heavy white paper under the copy sheet, and pulling the copy sheet taut. Use of a magnifying glass would still be necessary in other instances.

Mr. Kellar referred to the voluminous business correspondence of the plow company, both letters received and sent, which contained information on every phase of the company's activities.

Mr. Lichter spoke of the models in the collection. These consisted of both patent models, including undeveloped and nonworkable improvements, and cast-iron models for the use of the company's salesmen and for fairs and expositions. There were also medals, awards, and prizes, both domestic and foreign. Mr. Kellar asked if Mr. Lichter thought the collection contained any forgeries in this field. Mr. Lichter thought not. Medals are forged only when they have real collector's value. He could not imagine the company forging any awards it did not actually win. Mr. Kellar knew of one or two such forgeries by rivals of the McCormick Reaper Company. He stressed the importance of checking the authenticity of accounts of the various expositions indicating that certain prizes had supposedly been won, to be sure of accuracy of statement. Mr. Lichter thought such forgeries were usually confined to the newspaper publicity on such awards, which could be and had been faked both in the text and the accompanying photographs. The latter were particularly subject to forgery and faking. The collection contained a large number of illustrations and calendars.

Among the other museum items, Mr. Lichter mentioned the "Castle," the residence of Mr. Nye. This was an elaborate mansion of Renaissance-revival style, in good condition. It contained much furniture, china, pottery, clothes, and accessories. The carriage house, also standing, had in it cutters, coaches, and wagons.

Mr. Waller thought the Castle and its contents interesting to look at, but raised the question of their value for an analytical history of the county. Mr. Lichter thought that it showed how the wealthy lived in that part of the country at that particular time. He agreed that this part of the collection was of little use for the history of the county. Mr. Kellar, on the contrary, thought it was of great use. It proved the Horatio Alger possibilities for a man who had risen from nothing to great wealth and to a position from which he dominated La Crosse for 50 years. What Mr. Nye had acquired would tell a lot about the man, his interests, and so forth. Mr. Lichter agreed, but wondered if most of the good things had not been sold off or otherwise disposed of. That being true, Mr. Waller asked why not tear the whole thing down? Mr. Lichter thought it a specimen of a type which should be left standing as a monument to an era. The carriage house could be converted to a county historical museum, provided the money was forthcoming. This would be worth while, but the job must be well done or not done at all. The country already had too many shabby old houses preserved.

Mrs. Kellar asked if the remaining furnishings and bric-a-brac showed what kind of people the Nyes were? Was the house filled with items showing a French, German, or Italian influence? Mr. Lichter questioned whether the furnishings indicated much. He thought that most tourists of that period brought back the same things. It was popular to collect pseudo-Italian masters, majolica, and items of like nature; and the Nyes had collected the same things abroad that all other Americans did. All the collection showed was that the Nyes lacked an informed knowledge and taste in arts and decoration and had followed contemporary trends of collection in what they had brought back from their tours. Mr. Lichter commented that the women of families usually dominated in furnishing the house. Only Nye's den would give any useful indication of his interests, and it had been cleaned out.

Mr. Gara thought that Mr. Lichter's tendency to assign people to types was the negation of the basic philosophy of local history. People are individuals and just cannot be typed. Mr. Lichter replied that he was typing only the house, not the man. Miss Smith commented that in looking at such houses you looked not for the typical so much as the unusual.

Mr. Duckett reported that the collections contained a large number of photographs, lithographs, circulars, and broadsides. The series of photographs on the company, factory, personnel, and products was very valuable. Pictures proverbially were worth a thousand words, and this was an excellent collection. He pointed out the danger of distortion in lithographs and broadsides, where the artist's viewpoint and perspective could alter the whole effect, deliberately or otherwise. Mr. Lichter pointed out that even the camera lied at times by forcing perspective (as in many current real estate ads) or by retouching or use of the modern airbrush. Mr. Kellar used this illustration to caution the institute to approach research with a wary eye. You had to watch your step, exercise constant vigilance and a healthy skepticism. He then showed some samples of advertising literature, posters, and catalogs.

Mr. Waller questioned the value of advertisements as a source of history. Since they were designed to sell the product, he thought their value to the serious historian was limited to giving a certain feel for the company's activities. Mr. Kellar thought them useful as illustrations of technological advances. Mr. Gara thought them very significant as commentaries on how the company advertised, useful too for a history of advertising.

Mr. Kellar called attention to the fact that Nye's invention of the riding plow had come 10 years before public acceptance. This was typical of the experience of many inventors. They had the right ideas, but the public was not ready for them. The riding plow had to await the evolution of the independent steam-traction engine, such as the 1869 Case. These steam engines in time, in order to develop more horsepower, became perfectly huge; and they had reached the limit of their effective development when the smaller internal combustion engines, with more condensed power, came along to supplant them. This was early in the twentieth century. Perfection of the Fordson tractor of 1914 marked a revolution in farm power. The tractor, at first regarded dubiously on the farm, was popularized by Army use during World War I. From it developed the remarkable all-purpose tractor of the 1930's. The effect of these dramatic changes is shown in the Nye company records, which indicate that the plow company went bankrupt largely because it did not keep up with technological advances.

Mrs. Stifler, currently engaged in writing a history of a Massachusetts business, commented on what the record showed about Nye's experience with the riding plow and the state of the country's economy. Worcester had refused to take on its manufacture because of the post-Civil-War depression, eventually marked by the crash of 1873. It was not until the country recovered that the riding plow was successfully manufactured.

Mr. Gara reported that in the way of reminiscences, the collection contained only two tape recordings. These were by old family servants. Although the tapes contained some unique personal-interest stories, they had to be used with care. There was also the record of the testimony of the manager of the firm at the time of its bankruptcy, and the testimony of Nye's partner. The latter was useless, as it had been carefully culled by the company lawyer. In commenting on investigations as distinct from testimony, Mr. Gara cautioned against the various biases and political motivations that might twist the nature of the investigation.

Mr. Kellar closed the morning panel discussion with a brief summary of the types of records found in the collection and announced that the afternoon session would be devoted to how to use the information obtained from these materials.

Saturday Afternoon Session, 1:30 p.m.

In the afternoon the panel began with a discussion of the possible uses of the information assembled about the imaginary XYZ Plow Company. Mrs. Kellar spoke of the voluminous records available for books — both a history of the company and a biography of the founder. She suggested the use of the museum objects, such as clothes and accessories, in a pageant on the history of the company. Mrs. Kellar said that it was necessary that such pageants step lively; often their pace was much too slow. As to scope, the pageant should be tied to the larger events and area but should be local in immediate focus. It should work toward a climax, begin and end with a dramatic incident. Anything which could be depicted, worn, carried, or propelled was useful for a pageant. Mr. Gara commented that his old high school had produced an annual pageant, with a different theme each year. He thought that the La Crosse people should put on an annual pageant of the kind Mrs. Kellar was proposing. Such events always aroused considerable public interest in local history.

Miss Appel believed that almost everything in the collection was grist for the short story and/or novel writer. She commented briefly on the difficulties inherent in both forms of literary expression and wondered if either could be written in a strictly historical form, eschewing the introduction of anything imaginative. The implication was that she did not believe this could be done. Mr. Kellar commented that the records were full of dramatic episodes, which could be used in either vehicle for dramatic effect. Miss Smith wondered how the novelist would fill the gaps in the historical data in rounding out his work. Mr. Kellar suggested the use of parallel sources, citing his own acquisition of the records of some neighboring iron works to fill the gap caused by the loss of the records of Cyrus McCormick's early iron-furnace venture. Miss Appel said that that was just what she meant: you could not fully document a good novel; a novel is an art form, subject to its own tenets of construction. Mr. Duckett pointed out that after using all the voluminous Nye records, a tremendous amount of supplementary research would have to be done on customs, the language as it was spoken then and there (if dialog were to be introduced into the novel), life of the times, dress, and so forth. Miss Smith wondered what the result would be; history or fiction — an old, old question.

Mrs. Kellar spoke of the wealth of opportunities to utilize the Nye collections in illustrated lectures. She cited the pictures of machines, the factory, and the personnel; advertising posters; and key manuscripts, all of which lent themselves to use as slide lecture material. She also commented on the wealth of material for movies on Nye, the company, contemporary La Crosse, and other topics.

Mr. Duckett thought that many materials could be used for radio programs. He suggested the use of one of the dramatic incidents to which Mr. Kellar had referred, to introduce each program, followed by a history of the company and/or the personalities involved. Perhaps a program or two of this type could be used as a segment of a series on Wisconsin industry or the history of La Crosse.

Mr. Gara thought there were possibilities for good TV shows; the pageant he had spoken of earlier could be filmed or perhaps broadcast live; abbreviated plays based on the collections could also be broadcast. Mrs. Kellar spoke of the models as suitable materials for "master-teacher" TV shows. Mr. Kellar noted that the use of TV as a vehicle for stirring interest in history is in its infancy. The panel was necessarily inexperienced in this field, but it had ideas. Mr. Gara thought that any TV presentation must necessarily be superficial. It might interest people in getting deeper into history on their own or in a group activity, but it was no end in itself. Mr. Lichter thought that all such audiovisual programs of this type were necessarily one-shot affairs, because of the limited local nature of the material. His hope would be that the TV programs would attract people to explore the collections as a whole.

Mr. Duckett thought that there was much material here for feature stories for the newspapers of the area, stories which might be rewritten by the professional rewrite man for use in national magazines. Such stories should be dramatic and full of punch and appeal to the emotions, as well, of course, as being historically sound. Mr. Kellar feared that unhappily the rewrite man might not have too much respect for historical accuracy. Miss Appel commented that all feature stories of this type are also art forms and that the combination of historical accuracy with the necessities of a good story presents a very difficult problem.

Mr. Kellar inquired how a historical museum would make use of the materials of the collection. Mr. Lichter suggested first of all a series of dioramas that would pack much information and great public appeal into a very small area. He could see dioramas on the growth of the physical plant of the company, the early shops and fabricating techniques, the manufacture of parts, and field trials of the equipment. He also thought a series of paintings covering similar subjects was a useful alternative. Exhibits of photographs illustrating the development of the factory, its techniques, its products, and its staff would be interesting. If the photographs were mounted in albums they should be on separate pages so that they could be combined in different order in different exhibits. He preferred to remove them and file them in a file case for maximum flexibility in their use. The models and other scale models of improvements would be significant and interesting to the public, too. Mr. Kellar commented that dioramas required a great wealth of background knowledge on the part of the maker. Mrs. Kellar thought a diorama project would furnish an excellent tie with the schools. The children could make the dioramas in history and art classes, and the dioramas would thus form a nucleus for interesting the children in history.

The panel then turned to uses of the collections appealing to the more serious-minded. Miss Krueger spoke of the possibilities of articles for historical periodicals. She saw material here for a general biographical sketch of Peter Nye, utilizing the diary, letters, and reminiscences. The diary itself could be published in whole or in part after proper editing. For the technical journals, there were possibilities in the history of the development of the product and the means of producing it. Mr. Gara saw significant materials for studies in profits, risk capital, labor relations, and the growth of capital; for studies on the impact of the American export of machinery on foreign countries; for articles on the social and economic history of fairs, where many customers had first become acquainted with the products of the XYZ Plow Company; for studies of the impact of war on the local industry and the local economy and society; and for studies on the transformation of individuals in new environments, as Nye the Easterner had become Nye the Midwesterner. He saw so much material here that without planning and great selectivity the potential author could find himself swamped with too much material on too many topics. Mr. Duckett commented that the collections were probably better adapted to the scholarly historical article than to any other form so far discussed.

Mr. Gara spoke of the utility of the collections in college-level history teaching. Such a collection, by its local presence, would be useful in motivating students toward research and toward learning research techniques. Many pieces were well adapted to illustrative use in lectures. Then, at the seminar level, here were the raw materials of history; and the seminar could readily learn how to use such materials by actually using the Nye collection. Such use should develop the student's ability to handle records critically, whether he is going into research as a career or not. Mr. Duckett feared that because the materials would be familiar to local students, they might not see them as history. Mr. Kellar thought this a misapprehension of history that we should dispose of; the student who had some familiarity with the subject matter might be expected to be all the more interested and get more out of it. Mr. Gara mentioned that the collections would be useful not only in history courses, but in sociology and literature. To the list Mr. Kellar added law courses, citing particularly the patent litigation in which the company had become involved.

As to historical books, Miss Appel commented that obviously the collections would be the main source for a biography of Nye or a history of the company. In deciding which to do, the author would have to decide whether Nye was broader than the company or vice versa. If the Nye story were the larger in scope and significance, the biography should be undertaken. If the company story were the larger in scope and significance, then the history of the company should be written. It also depended somewhat on the records and on the proclivities of the author whether the person or the institution should be the dominant theme. One might find some serious gaps in the records of the man; or one might have the man, and serious gaps in the records of the company. This would obviously influence the decision on which book to write. Of course in addition to the collections, the author would have to read all around the subject in newspapers, technical journals, and other related materials. Above all the author should have and should cultivate technical skill in writing.

Mr. Gara saw a number of theses that could be written from the collections. Here, the only new element is the instructor, with the duty of guiding the master's candidates through the mass of material. Any of the articles he had earlier suggested could be seminar papers or perhaps even masters' theses. He would add another topic: the motives behind nineteenth century charity as exemplified by Nye. Mr. Kellar asked if Nye would be an acceptable candidate for inclusion in the *Dictionary of Wisconsin Biography*. Miss Smith replied that he was a typical Wisconsin industrialist of considerable prominence in his generation, and that he no doubt would be accepted by the board of editors.

At the close of the afternoon session the meeting was opened to general discussion and spirited comment ensued, which lasted three quarters of an hour and indicated that the audience had received much of value from the presentation. Several of those present commented on the fact that the members of the panel were so thoroughly versed in the history of the XYZ Plow Company that they made it seem very real, almost as if it had actually existed.

PETER EDWARD NYE DIARY, 1845-1910

Extract for the period 1865-1866

[This gives Nye's own story of why he went to La Crosse and established the XYZ Plow Company.]

Appomattox
Court House,
Virginia,
April 30, 1865

Today I was discharged from the Army of the United States. Record has been honorable, although not distinguished. Wounded once, captured and escaped. Citation at Chancellorsville. Entered as a private, leaving as a Captain. Received three months back pay. Considered indulging in spirits but decided against it. Start return to Worcester tomorrow.

Worcester,
Massachusetts,
May 5, 1865

Arrived here today. Saw Mr. Moore and can go back to work as manager of the factory of Barneby and Moore. Moore is dissatisfied with Smith, the man who took my place when I went into the Army. Told Mr. Moore I needed a rest for a few months. Agreed to report to factory in January 1866. I could have returned to work tomorrow, but did not tell that to Mr. Moore. Have two things I wish to do and need time for both of them. *One* is to complete my invention of the Sulky or Riding Plow and obtain a Patent for it, so that my rights will be protected. *Two*, is to marry Elsie Callahan Moore, Mr. Moore's daughter. No one knows about either of these things — except perhaps Elsie, who is aware of my regard for her. I have told no one about my plow. Saw Elsie tonight at the Church Social. I think she was glad to see me although she was shy.

Worcester,
May 10, 1865

Elsie asks what I do all day. Told her I was still resting. She seemed skeptical. This business of giving an equal amount of time to the invention and to Elsie, which I thought would be easy, is growing more difficult. May have to stop seeing Elsie until I complete the plow. No, I can't do that!! Must find some other way to solve the problem.

Worcester,
May 16, 1865

Have told Elsie about the Plow. She seemed pleased and will tell no one about it, particularly her father. Want to have complete freedom about the Plow when I talk with Moore later about having Barneby and Moore manufacture and sell it. Elsie confessed she had been suspicious of my "long rest." We have agreed that I am to see her only two days a week and work on my invention the rest of the time so as to complete it in the near future. Feel much better about things in general.

Worcester,
May 24, 1865

Spent three days this week courting Elsie! I believe she cares for me.

Worcester,
Week of June 1, 1865

Am making a *model* of the Riding Plow. Had to change mechanism to incline mould boards and points into ground, when two plows start to make furrows; also to better control raising of plows out of ground while turning sulky at end of furrows and before starting new furrows. Courting Elsie.

Worcester,
Week of June 8, 1865

Elsie has promised to be my wife. I am a happy and fortunate man. Told Mr. Moore about Elsie and he was non-committal, but I do not think he will oppose our marriage. He probably believes I should have first obtained his permission to pay my respects to Elsie. *I do not believe* in this custom.

Worcester,
Week of June 15, 1865

Model completed and works well. Have retained Attorney Sam Adams to work out Patent Specifications and Claims. This is costly but necessary. The Courts are filled with cases of patent infringement because the inventor did not properly protect his rights. Sam is excited about the possibilities of the use of my riding plow.

Worcester,
Week of June 22, 1865

Our Wedding Day is set for July 10th.

Worcester,
Week of July 6, 1865

Busy with preparations for Wedding. See Elsie very little. She is engaged all the time with dressmakers. Have bought a new suit.

Worcester,
August 2, 1865

Elsie and I were married on July 10, 1865, at the First Presbyterian Church at 7 p.m. by the Reverend

Rufus Johnson, and went to Niagara Falls for a honeymoon. We had a wonderful three weeks and I am very happy. Think Elsie is too.

Returned to Worcester yesterday. We are living in a small house on Mills Street, which I have rented. Went over my bank account this morning. Of the $5,000 which I saved before the War, and the $300 brought back from Appomattox, only $2,000 remains. Must make my plow pay and soon. Elsie is a good cook. She has a pleasant disposition, generally speaking, but I find she also has a temper! Oh well, so have I! We will get along all right.

Worcester, Week of August 3, 1865	Have several ideas for adding improvements to my Riding Plow. Could adapt frame work so as to haul several corn planters or grain drills. Might take out further patents later. Nothing from Adams about Patent Application.
Worcester, Week of August 10, 1865	Mr. Moore wants me to come back to work. Can't talk to him until I know about patent. Working on the improvements.
Worcester, Week of August 24, 1865	Continued to work on improvements for riding plow.
Worcester, September 1, 1865	Patent Application has been accepted. Sam Adams says the Patent will be forwarded shortly.
Worcester, September 6, 1865	Patent for Riding Plow to Peter Edward Nye, dated September 2, 1865 has been received. Now I will talk with Mr. Moore. If they manufacture my plow it may mean a junior partnership in Barneby and Moore.
Worcester, September 7, 1865	Saw Mr. Moore today and told him about Riding Plow and Patent for it. Suggested that the Company manufacture the plow and pay me a royalty. $10 a plow. We talked at length. Mr. Moore non-committal but agreed to have the Company build a full sized machine and try it out. He will also consult his partners about future manufacture if the machine operates successfully.
Worcester, Week of September 14, 1865	Supervised the making of the Riding Plow. Many details.
Worcester, Week of September 21, 1865	Still working on Plow. Castings completed. Nothing more from Mr. Moore.

Worcester, Week of Sept. 28, 1865	Framework ready.
Worcester, Week of Oct. 6, 1865	Parts finished and Plow assembled. Will have trial tomorrow. Elsie much excited and I am as well.
Worcester, Week of Oct. 13, 1865	Trials held all week. Certain small defects developed which I have remedied. On the whole the Riding Plow works very well and Elsie and I are delighted with it. Mr. Moore has said nothing.
Worcester, Week of Oct. 22, 1865	Have talked with Mr. Moore every day. Admits the Riding Plow operates all right, but thinks the farmers are too conservative and will not buy it until after a long educational campaign. Reluctant to pay for this and says manufacture at this time is a costly gamble. I am discouraged but still believe in this invention. Elsie is standing by me and is a great help.
Worcester, December 1, 1865	Conferences continued all through November. Got nowhere with Mr. Moore. After a talk with Elsie told him I would not go back to the Company in January 1866. Instead I will take my Riding Plow to the Mississippi Valley and set up a Plow Company to manufacture it for that vast region. Mr. Moore is cold and hostile to these plans but Elsie supports my stand staunchly. I must find capital.
La Crosse, Wisconsin, January 16, 1866	Unable to find financial support in Worcester for my proposed Plow Company. Elsie and I determined to travel West and try to obtain funds there. Immediately after Christmas, to which Mr. Moore contributed no cheer, Elsie and I took a train to Chicago and then to Savannah, Illinois, where we boarded the Steamboat Lorraine, with St. Paul, Minnesota as our destination. That is where I thought we might settle.
	On the Boat we met William Xenophon Brandon, a banker and lumberman from La Crosse. Brandon became interested in my plow and suggested that I select La Crosse rather than St. Paul as the center of my operations. He pointed out the facilities present at La Crosse, and offered to supply necessary capital for a partnership in the Plow Company.

La Crosse,
January 23, 1866

Investigation here has shown that Mr. Brandon is sound financially and well liked personally. I have accepted his offer and the XYZ Plow Company is now formally and legally organized. Our first concern is to build a factory. La Crosse is a thriving young city surrounded by a rich farming community and I think we will do well in this country.

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The Archives of Réunion: A Workshop Opened For Historical Research[1]

By YVES PÉROTIN

Archives of Réunion

THE ISLAND of Réunion is located in the Indian Ocean at latitude 20° 50′ S. and longitude 52° 10′ E., between Madagascar and the island of Mauritius. It is a volcanic land of approximately 2,880 square kilometers, with sharp topographical relief, the highest elevation being over 3,000 meters. Its population, which approaches 300,000 persons, is composed essentially of descendants of old French colonists, Negroes who came as slaves from Madagascar, Mozambique, and other parts of Africa, some Chinese, and many Hindus. It is engaged principally in the cultivation and processing of sugar cane.

Although in all likelihood its existence had been known since the Middle Ages to Arab voyagers in the Indian Ocean, the island was not discovered by Westerners until the sixteenth century. French colonization, the only colonization really carried out there, dates from the second half of the seventeenth century. It was undertaken originally by the French India Company, which, under various forms, held the island of the King like a feudal land for an entire century. This epoch saw the first influx of settlers, the importation of slaves, and the introduction of coffee and sugar cane. It was also during this period that Mahé de La Bourdonnais organized the Île de France (Mauritius[2]) and Bourbon (Réunion[3]) as economic and strategic fueling stations on the water route to the Indies. In 1767 the island of Réunion passed under direct royal control; then, from 1789 to the beginning of the nineteenth century, it experienced a revolutionary regime of local origin, under which at a certain stage it was practically autonomous. After a brief reorganization under the Empire, during which it received the ephemeral name of Bonaparte, it fell under British rule (1810-15). Its return to France under the Treaty of Vienna restored it to the status of a French colony, which it retained during the nineteenth century and the first half of the twentieth. This period was marked economically by the increase of sugar production, which brought great prosperity before 1860. Then a grave crisis followed, and finally a certain stagnation. From the social point of view, the salient event of this period was the liberation of slaves in 1848.

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[1] Translated from the French by Albert Dannenhirsch, National Archives. The footnotes following this are notes by the translator.

[2] Present name.

[3] Present name.

Since 1946, Réunion has been a French department like Gironde or Seine-Inférieure. It was incorporated into the mother country at the same time as the old French colonies of America. Among other administrative innovations, this "departmentalization" led to the creation in 1952 of the Departmental Archives that succeeded the Colonial Archives. The statute regulating the Archives of Réunion has had changes through the years.

The Archives Service is at present directed by a Chief Archivist, the author of these lines, assisted by a technical staff employed by the national government and a local staff. Besides the departmental depository, this organization controls the archives maintained by the different administrations, the courts of justice, and the communes. It also has the authority to examine the legal acts of notaries, and it furnishes information with respect to private archives.

The depository itself is located at Saint-Denis, the capital city of the department, in a relatively new building which also houses the public library. The part of this structure reserved to the Archives is at present in no condition to assure the rational arrangement of records. However, while awaiting the erection of a new structure, the Archives part is shortly to be rebuilt, at an estimated cost of 8 million francs C.F.A.[4] This project will provide for the installation of metal shelves of a linear capacity of 1,600 meters and for furnished offices, all organized in a modern manner.

Not to speak of the documents for research in the offices of the court clerks, city halls, and notaries — some of which are very old, bulky, and important — the collections of the Archives of Réunion deposited at Saint-Denis represent a sequence of documentary pieces extending from the very earliest years of colonization until the present time (1674-1946), covering therefore nearly three centuries.

These collections, unfortunately, have suffered greatly during the course of the years. Carelessness or vandalism, cyclones, transfers, and insects (especially termites) have destroyed certain documents and damaged others. There remain, however, approximately 500 linear meters of bundles and registers sufficient in quality and quantity to document practically all the facts and periods of the history of the island.

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[4] C.F.A.: Colonie française d'afrique. The value of a franc C.F.A. is twice that of a standard French franc.

The oldest group (the local archives of the India Company) has been classified by M. Albert Lougnon, eminent historian of Réunion. Those of the royal, revolutionary, imperial, and English periods (1767-1815) have likewise been classified, but more summarily. As to the archives of the nineteenth and twentieth centuries, I found them lacking any arrangement and in great disorder.

Rebuilding of the depot and disinfestation. The rebuilding project to which I have referred ought to provide sanitary quarters for the Archives. With the object of protecting fully the documents and assuring their physical preservation, a frontal attack has been launched against insects, simultaneously with the restoration of deteriorated documents.

Arrangement projects. The mass of the archives of the nineteenth and twentieth centuries has been attacked with vigor. At this time (October 1953) two-thirds of these records have been sorted and identified, put in bundles, and labeled. A concurrent undertaking to revise the classification of series L (1789-1815) has been successfully carried out.

Publication of inventories. We inaugurated in the year 1953 a series of publications, one volume to be issued each year. The first is a catalog of documents preserved at Paris and concerning the islands of Île de France and Bourbon during the administration of the India Company. Beginning with 1954, we shall start to issue some inventories describing the local archives, publishing that of series L at the same time that an analogous work will appear at Mauritius prepared by my colleague and friend Dr. Toussaint, chief archivist of that British colony. In 1955 we shall bring out an inventory of series C (Company of the Indies). For 1956 is anticipated a catalog of the royal period (A to H) and for the following years catalogs of the modern series (M to Y).

Foreign exhibits. In spite of the importance of the work in progress, I have welcomed the chance to arrange for the appearance of certain documents from the Archives of Réunion in the French exhibit at the Exposition of Bulawayo (Rhodesia). Of special note, I have organized at Saint-Denis, in collaboration with Dr. Toussaint (who presents a similar display), an exhibition of documents originating from our two depositories and from Paris in honor of La Bourdonnais, who died in 1753.

Such are, very briefly, the Archives of Réunion and the work that is going on there: a workshop, a little prehistory, an exploration, and an infancy full of promise. We must still wait for a regular depository, installed in an adequate building, furnished with detailed card indexes and a library of *reference books,* and equipped with microfilm and photostat apparatus as well as a document-restoration laboratory. All this will require time, personnel, and funds, but we shall arrive at it eventually.

Then we shall be able to exploit profitably these incontestable riches, of which the following are becoming discernible:

First, an immense documentation on an "old colony" of France (probably unique, except for what is preserved in Paris). Exploited at the same time as the documents of Paris and those of the departmental depositories of western France, the archives of Réunion will one day permit the writing of a definitive history of the island, which has been impossible until now.

Second, some source material concerning Madagascar and the island of Mauritius that is more important than would be expected in the case of neighboring territories with a common history that were in certain periods under the same administration. Concerning Madagascar, the Archives of Réunion holds some administrative documents on the first French colonizations and also some memoirs, drawings, photographs, and so forth, originating from travelers or business men of Réunion that relate to the rule of the Hovas[5] as well as to family life in the period of independence. Concerning Mauritius, we have, for the period of the India Company, some documents that have no equal at Port Louis.[6]

Finally, and without doubt the most interesting, a considerable documentation on the important questions affecting the history of the Indian Ocean for all periods. For the eighteenth century: political relations with India within the framework of Anglo-French rivalry; relations with the Arab States of the Near East, the East Coast of Africa and neighboring islands; privateering; the importation of slaves; the introduction of coffee and sugar in the islands; and the introduction of spices originating from the Far East. For the nineteenth and twentieth centuries: colonial expansion of Europeans in Africa; the activities of slave smugglers; the transporting of coolie immigrants from Australia to Aden and from China to Madagascar; the great sugar growing industry; maritime commerce; rice; and the Suez Canal. When completely inventoried, this documentation will form a remarkable chapter in the general inventory of sources on the history of the Indian Ocean that will have to be established some day. This could be the work of a congress of archivists of the Indian Ocean, for which a meeting call is contemplated in the near future.

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[5] Principal native tribe.

[6] Capital city of Mauritius.

Conversely, there is little documentation in our Archives on foreign relations beyond the Indian Ocean. It is for this reason that we have little documentation on America, especially the United States. There are, however, a few sporadic pieces of this kind. Among them I might mention those that relate to the passage of American vessels during the American Revolutionary War, a question already studied by Dr. Toussaint with respect to Mauritius.

In ending this rapid survey, it remains for me to say that in spite of the fact that the Archives of Réunion is at present being completely reorganized, I should be happy to receive any searcher seeking information or carrying out some study. Unfortunately, this island is far off; its antipode is found near California. Airmail, however, is reasonably rapid, and it is possible to answer an American correspondent in several days. I shall do this with the greatest pleasure.

Raiding Labor Records

By HENRY J. BROWNE

The Catholic University of America

THE paper-collecting mania in the United States is almost as great in its proportions as a wartime waste-paper drive. Curators of manuscripts check obituary pages for the death notices of politicians, inventors, *littérateurs,* and others, and plant themselves on doorsteps as the last mourners depart. They junket across country and drink gallons of tea and make chitchat with old folks suspected of having treasure trove in their attics. In one area of manuscript collecting, however, the paper pickers have not been so alert, namely, in that of labor records. In the Library of Congress, our national manuscript depository, where logic would demand that the personal papers of national figures should find their resting place, there are only the papers of John P. Frey that might be put in the labor category.

In the case of labor organizations their records may perhaps be saved from going through that period of foster care in research libraries that has marked the history of the preservation of other American institutional papers. The files of business firms, many of them deposited after the firms failed, fortunately have found their way into the libraries of universities and historical societies. Records of various church groups in the United States gravitated until recent years toward centers of study rather than into their own archives. Temperance associations, peace groups, and many other types of societies, often on their demise, deposited their records under someone else's jurisdiction; and thus official archives have become historical manuscript collections. Educational institutions had no one to turn to; so their outdated records and the papers of their faculty members were either allowed to "evaporate" or were hidden away under stairs until recent years, when the colleges too have taken to setting up archives or at least to giving their own librarians the function of preserving historical materials pertaining to the schools.

What happened to labor union records? When organizational continuity was broken up (for example, in the case of the Knights of Labor) educational institutions sometimes inherited the papers. Many records of former labor leaders (such as those of T. V.

Powderly, which got to the Catholic University of America) were considered personal property to be stored in their cellars or attics on retirement and still remain to be found. One may at least surmise that the conservative and antiquarian leanings of some manuscript curators have not made them prize such fairly recent and at least relatively radical records in their paper pillaging. Hence the novelty of the Wisconsin Historical Society's program for gathering local labor records, begun a few years ago in the continuation of the Commons tradition, which brought labor materials of the nonmanuscript type into the library at Madison. Similar trade union materials, such as proceedings, constitutions, and rituals, have been assembled in about half a dozen other American libraries.

The interest in serious labor history has now pushed the search for documentation beyond the printed materials. The caucus of labor historians in Chicago during the meeting of the American Historical Association, December 1953, brought out their concern lest labor records become so much the target of institutional collectors as to end up in faraway places with scarcely-known names. The historians' interest was in ready and easy access to serviced materials; this meant that they would not be distressed if labor organization records went to some such place as the Library of Congress, since research in the field of labor history records leads inevitably to Washington. The objection can be made, however, that this apparent lack of concern for labor records except as they constitute sources of history can be a disservice to organized labor and even to the historian.

The professional archivists and records officers have made their voices heard in the United States. The Federal and State Governments have been persuaded in the last 20 years to take better care of their own records; and industrial firms and religious, educational, and other institutions have begun, with pride in the past and business sense in the present, to service their official noncurrent papers. Why should not organized labor begin at this point rather than go through the phase that American business is now pretty much out of — the phase of putting its records out for adoption? A labor organization with specialized personnel such as statisticians and librarians can certainly afford a trained archivist or records officer.

National headquarters of the A. F. of L. and the C. I. O. fortunately have preserved their records, but that they need professional archivists — or records officers, if you will — to handle their outdated materials seems obvious to an outsider. Wise administration — the first reason for archives — as well as the proper keeping of the story of labor's contributions to American life would demand such a step. The same might be said of the international unions. Some of them, such as the United Mine Workers, the United Steelworkers of America, and the International Ladies Garment Workers, are already doing something. The preserving of noncurrent records of locals as well as those of State and municipal federations or councils seems to be haphazardly regulated, if at all.

The Society of American Archivists has for some years shown its interest.[1] The time is ripe for historians too to realize that they also have an interest in showing organized labor the necessity of taking scientific care of its "old paper." It is true that at times even now a union may prefer to turn its records over to a research institution (thus widening research tours for scholars in the future!) or that papers of its former leaders may be considered purely personal and at their own disposition, but the fact remains that a union's noncurrent records should rightly be considered one of organized labor's most valuable possessions. Other social groups in our American society are not asked to part with their record treasures. Why should not unions too be urged and persuaded rather to assume their own responsibilities? In taking care of their own archives they will be showing that mark of maturity which consists of respect for the records of the past; and, incidentally, they will be doing a great service for the historian.

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[1] See Paul Lewinson, "The Archives of Labor," in *American Archivist,* 17: 19-24, Jan. 1954.

Exhibition Catalogs

By HERBERT J. SANBORN and NELSON R. BURR

Library of Congress

THE purpose of this article is to suggest methods of procedure for compiling exhibition catalogs, on the basis of experience at the Library of Congress in publishing its series of State exhibit catalogs. Persons in museums, libraries, and historical societies who are doing exhibit work are aware of the difficulties of attempting to issue catalogs that will be popular and at the same time be in keeping with the dignity of the institution and have appeal to the scholar and the specialist.

Exhibition catalogs run the gamut from the simplest list printed on a folded sheet to the elaborate volume containing facsimiles and illustrations in color. All are planned to reach certain audiences, such as bibliophiles, collectors of autographs, students of State and local history, and just average people. They have various reasons for being, and in some cases the purpose is simply to provide the visitor with a chronological list that can be used in looking at the items displayed. Others are designed for study or to stimulate a wider knowledge of the subject of the exhibit. Such publications are an integral part of the exhibition and provide in fact another dimension to the effectiveness of the presentation, as they are designed to reach a potentially larger audience outside the exhibition hall.

The Library's series of State exhibits began in 1945, with the centennial of the admission of Florida to the Union. So successful was this exhibit that it inspired a plan for similar ones for the rest of the States, and there have been 17 to date, all on occasions of anniversaries in the histories of the States. The Florida catalog was compiled primarily as a record of the materials used in the exhibit and without any preconceived notion or plan of what such a catalog should be. But as the series progressed, each exhibit presented a challenge to develop a type of publication that would be reasonably popular, readable, and yet accurate in bibliographical detail and presentable and artistic from the viewpoint of typography and design.

Through conference and discussion among members of the Library staff, aided by comments from viewers of the exhibits and from readers and users of the catalogs, the Library has gradually evolved a method of assembling such exhibits and of compiling the catalogs.

THE NATURE OF THE CATALOGS

From the beginning, much attention and effort has been given to making the booklets distinguished in appearance, and each one has been produced with a stamp of individuality and character that is expressive of the particular State. Although there is no stereotyped formula for the preparation of the art work and text, there is some uniformity in organization of contents, format, and printing. The catalogs, after considerable alteration and experimentation, have been standardized to include in each (in addition to descriptions of the pieces exhibited) a frontispiece symbolizing the State, a table of contents arranged according to cases and panels, a table of symbols and abbreviations, bibliographical notes, lists of illustrations and photographic negatives for pieces in the exhibit, and an index. Most of the catalogs also contain addresses delivered at the opening of the exhibit by Members of Congress and distinguished authorities on the history of the States.

A fine grade of rag antique laid paper is used for the text and a coated glossy stock is used for illustrations. Our experience at the Government Printing Office has been that letterpress produces the best job and is the most economical within the framework of our operations. Because pictures add considerably to the popular appeal, careful attention is given to the selection of illustrations and to the symbolic cover design. On the average, 30 full-page illustrations printed from photoengraved plates are distributed in groups throughout the booklet. The text is printed in two columns and attention is given to selection and arrangement of types that give the page an inviting appearance. Entry headings are in capitals and titles of books and pamphlets are in italics. In working out the typographical details there is close cooperation with the Division of Typography and Design of the Government Printing Office.

SCHEDULE AND PREPARATION

The actual work of getting out a catalog in time to distribute at the opening ceremony is fraught with many problems, as everyone knows who has had such an experience. At the Library, in anticipation of the rigid printing schedule and to give time for extended reading and research, work is commenced 6 months ahead of the opening date. A minimum of 60 days is allowed for the printer after the date of submission of copy. With such a schedule it is necessary that the exhibit be planned case by case in advance and that the materials be precisely located. This requires a thoughtful examination of materials selected and the keeping of detailed records.

A floor plan is drawn to show the proposed number and arrangement of cases and panels. The size of the exhibition is based in part upon the amount of space and number of cases available and in part on the wealth and quality of material at hand. A limit, however, in the number of entries is established, of about 150 historical pieces and 75 photographs illustrating the contemporary life of the State. Our experience in observing visitor reaction is that interest and comprehension tend to drop if the exhibit is any larger.

A card file is built up as the items are chosen, and the entries can be arranged and rearranged with complete flexibility. Information is recorded on cards that will be useful in drafting captions or entries, including detailed descriptions of books, manuscripts and maps, photographs, prints and other classes of materials, quotations and such pertinent comments as the page at which a volume is to be opened. The entries are topically arranged under such themes as: "Early Exploration," "Dividing the Land," "Pioneer Life," "Statehood Attained," so that the exhibition can be visualized in its eventual arrangement in the gallery. A final review of all of the selections by the staff results in eliminations and improvements and agreement on what will be shown.

After these steps have been taken, draft captions are prepared. The editorial work is done with careful attention to uniformity in style, which is difficult to achieve at times because the information used is gathered from diverse sources. The dates and titles that appear on binders, folders, and jackets are painstakingly checked with the pieces to eliminate misinformation. Each entry has these elements: a headline, a date, a physical description of the piece, a designation of its location in a record group or collection, a paragraph regarding its significance, its provenance if that is of interest, and occasionally a significant or vivid quotation. The writing of the copy is done in a popular style to serve the widest interest and most instructive use — but not in the glamorous style of the Sunday supplement or the promotional literature of the publisher or the Chamber of Commerce.

Experience in compiling and publishing exhibition catalogs furnishes suggestions that might serve to guide others. Consideration should be given to the audience to be reached. There is certainly a need for popular publications that are instructive as well as scholarly. Experiments should be made to determine what the form and style of entries should be for each category of material such as books, prints, maps, and manuscripts. Attention should be given to obtaining typography and design that is inviting and interesting because it does not cost much more than ordinary work. The preparation at all stages should not be done in haste; therefore a schedule with the printer should be worked out in advance, allowing sufficient time.

The Value of Exhibition Catalogs

The State exhibition catalogs serve as a medium for diffusing information. They not only provide a permanent record of what was displayed; they also are used by the Library for reference purposes in the field of Americana. They are being used increasingly in the States by teachers in the field of social science. The catalogs are selective guides to the literature and resources pertaining to the States, in the Library and the National Archives and sometimes in other Federal agencies, and so reflect the wealth as well as the deficiencies in the Federal records and collections. The catalogs provide a selective bibliography for each of the States and as more are published their usefulness will be cumulative.

The materials described are often brought together from scattered and sometimes little known collections, and thus many pieces are shown to the public for the first time. The catalogs have been the means of pointing out collections of State historical materials to curators of museums. For example, the Wisconsin Historical Society had photocopies made of extensive collections relating to the fur trade and to Indians, which the Society had not known about before the publication of the Wisconsin catalog. In the usual course it is doubtful that existence of some of the items described would have come to public notice except through the exhibition. The diligent search for exhibitable material among collections often turns up surprising items. With an eye to the popular appeal of showpieces the searcher is an opportunist in taking advantage of the situation. Pictorial resources such as on-the-spot sketches and plans of fortifications, scattered through manuscript collections, are rarely cataloged by depositories.

Though the State catalogs are prepared for general and popular use, they make contributions to research in various ways. Rare pamphlets and books in the Library's general collections are frequently brought to the attention of the chief of the Rare Books Division and are subsequently transferred to that division. An exhibit was arranged in observance of the District of Columbia sesquicentennial of the establishment of the permanent seat of the Government, which was treated in the same way as one of the State exhibitions. It brought together a wealth of pictorial material that had not previously appeared in books or lists, including a number of early original drawings of the Capitol and early water color paintings of scenes in Washington and Georgetown. A re-examination of the Capitol drawings revealed that the attributions did not agree with those of competent authorities as published in recent articles. The descriptive captions were written in the light of this research. This exhibit was virtually a selected and annotated iconography of Washington before 1850.

BYPRODUCTS

Byproducts or extensions of the State exhibit program were the loans of the California centennial and Ohio sesquicentennial exhibits, under special security conditions, to responsible agencies in those States. At one of the Ohio colleges the exhibition and the catalogs were intensively used by classes. The instructor commented:

> Not only is it illustrative of various aspects of local, state, regional, national, and even international history but it has given me unparalled opportunity to show to my students the "stuff" from which history is constructed and to explain some of its methodology. Otherwise this sort of thing is something to which the average student would never be exposed.

A college has been exploring the possibility of producing filmstrips for use in schools based upon the exhibition for the centennial of the Territories of Kansas and Nebraska. If additional funds and staff were available, sets of panels could be reproduced for use in social science studies. There would be many advantages and savings in such projects, in utilization of the basic work and materials that have been prepared. One encouraging sign of recognition in this direction is the moral and financial support given by the Kansas Territorial Centennial Committee and the Nebraska Territorial Commission in the publication of the Library's catalog of the Kansas and Nebraska Territories centennial exhibition.

The Washington State Historical Society and other societies have independently undertaken their own projects of circulating displays based upon selections from the catalogs. They have ordered photo-enlargements of items in the exhibitions and have used photostatic copies of the entries in the catalogs for captions.

The interest in acquisition of photoreproductions is not confined merely to historical societies; orders are placed by many organizations and individuals following the distribution of the catalogs. Our attention is called frequently to inquiries of authors and scholars pursuing the search for material on various subjects or about people, as a result of their having read something in the catalogs.

One byproduct of the catalog is the photocopying of the page proof for use as captions or labels for the display. An enlargement of 50% is made from copy that is cut and pasted. Photostats can be used either in the negative or positive form. The negatives are used on the panels of mounted photographs and the positives are used in cases with books, maps, and prints. The result is a clear and readable text, and the saving in installation time is considerable. The one drawback is that the entries drafted for the catalog are usually too long as captions in the exhibition. The ideal length for the latter is two and not more than three sentences. To write captions sufficiently factual to please the scholar and short enough not to weary the average visitor has been one of our most difficult problems.

Improvements and Other Considerations

Refinements and changes are continually being made in the preparation and the form of these publications to increase their effectiveness. If money were available the use of color in reproductions would add greatly to the popular appeal of the catalogs. Some thought is being given to adopting a different type of publication with a narrative account, including in it specific references to outstanding items, and illustrations inserted appropriately at the places where they are described. The full list of entries and bibliographical data would be relegated to an appendix which would consist solely of descriptive detail. The advantage of this approach is that the catalog would be more readable, popular, and instructive and would have a wider appeal. On the other hand, the disadvantages are that it would present challenging and complex problems in layout, design, and perhaps cost. Publishing costs are very high, and because of lack of funds many institutions have had no publications program. The main reason why catalogs are expensive is that services and materials have to be purchased in small quantities and that printed editions are so limited.

A very interesting solution to this problem was a proposal of the American Museum of Natural History for the cooperative development of popular publications.[1] Some such cooperative plan could have applications to other institutions and it might be feasible to work out plans to have the Library of Congress exhibit catalogs cooperatively edited, printed, and distributed.

List of State Exhibition Catalogs

California
Colorado
Delaware
Florida
Georgia
Indiana
Iowa
Kansas-Nebraska
Minnesota
Ohio
Oregon
Tennessee
Texas
Utah
Washington
Wisconsin
and
District of Columbia

[1] Winfield G. Doyle in *Museum News,* vol. 27, no. 13, Jan. 1, 1950.

Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

National Archives. *List of National Archives Microfilm Publications, 1953.* (Washington, Government Printing Office, 1953. Pp. vi, 98.)

This booklet, with a frontispiece of a letter of Aaron Burr, an informative introduction, and an index contains a complete and indispensable list of the microfilm publications of the records of the United States Government that have been made available to the public from the beginning of the program in 1940 through June 30, 1953. It supersedes the *List of File Microcopies of the National Archives, 1950.*

The list of publications is arranged under the following heads: Congress (Territorial Papers, 1789-1873); Judiciary (Records of the U. S. Supreme Court: Revolutionary War Prize Cases, 1776-87); Departments of State, Treasury, War, Justice, Navy, Interior, Agriculture, and Commerce; Other United States Government Agencies (Records of the Veterans' Administration, of predecessors of the War Production Board, and Office of Price Administration); Miscellaneous (Records of Former Russian Agencies: Russian-American Company, 1802-67; War Department Collection of Confederate Records; and General Records of the United States Government: the Federal Register, 1936-52). The records of each of the eight main executive departments are divided into numbered record-groups, the "general records" of a department always listed first, followed by those of special categories. Each record group and subdivision thereof is preceded by a brief statement pertaining to the sources, and each roll of microfilm is numbered and given a title, together with the dates of the period covered and the cost of the roll.

More than 4,600 rolls of microfilm, containing more than 3,000,000 pages of documents, have been published; and the program continues actively. Of this total publication the Department of State claims approximately 1,900 rolls; Navy, 900; Interior, 750; Treasury, War, and Commerce, between 200 and 300 rolls each; and Agriculture and Justice, 16 and 17 rolls respectively. The valuable sources already published will serve as a basis for research in American, European, Far Eastern, and Latin American history, and in economics, public administration, political science, law, and ethnology. Almost complete coverage is also given to relations between the United States and Japan, China, Korea, Russia, Turkey, Italy, Argentina, and Brazil from the late eighteenth century to 1906. In selecting the records for publication the National Archives has attempted to provide reasonably complete documentation by including groups of records that are directly related to one another.

The booklet contains about everything that can be expected in a guide of this type. It would have been helpful to include in the introduction a glossary of the abbreviations and a list of the guides to materials in the National Archives.

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Records Disposition by the Office of Plant and Operations, U. S. Department of Agriculture. (Washington, the Department, 1953. Pp. iii, 51; variously paginated; appendix. Processed.)

This is an exemplary manual in several respects. It is primarily a restatement of policies and principles to guide bureaus and offices of the Agriculture Department in their records disposition activities, expressed within the context of the regulations of the General Services Administration. But more important for immediate application is the inclusion in this manual of the general records schedules. These schedules (16 have now been issued by GSA) set retention standards for a wide variety of records common to several or all agencies. Wherever possible the schedule item descriptions are couched in fairly general terms, usually based on the function performed by the records rather than the component individual pieces of paper. The method of schedule promulgation is the responsibility of the individual agency.

The Agriculture Department has promulgated the general records schedules here in ideal fashion. Little change has been made in the text of the schedules themselves. Excellent cross indexes have been provided, consisting of lists of Agriculture Department forms, standard Government forms, and subject-matter file titles, all indicating which item in the schedules covers each form or file. In this way the schedules may be conveniently applied by bureau records officers on a form-by-form basis if necessary, although the items themselves are described otherwise.

Data on the content and procedures of the Department's records disposition programs provide current information as to the objectives of a typical agency program within the framework of existing legislation and the more recent thinking in the records management field. The standards set forth are expected to effect the most profitable programs at the least expenditure of time, money, and effort. Consonant with this policy, the manual prescribes maximum use of the Federal Records Centers. Altogether, this manual of an agency that was one of the records management pioneers of the Federal Government deserves emulation.

ISADORE PERLMAN

National Archives and Records Service

Annual Report of the Librarian of Congress for the Fiscal Year ending June 30, 1953. (Washington, Library of Congress, 1954. Pp. 193.)

I am always reimpressed each time I read the annual accounting of the affairs at the Library of Congress by the complexity and the far-flung operations of this great cultural and scholarly institution. The organization chart of the Library, which appears opposite page 94 in the volume under review, while representing a large operation, is concise, logical, and readily grasped. Not so, however, if we infuse this chart with the blood, brain, and sinew of the some 2,400 people who work in the Library and the $12,000,000 required annually for its increase and operation. When we view, or attempt to view the Library in all its widely varied detail, the hundreds of miles of shelves, the batteries of filing cases and cabinets, the international ramifications of its work and planning, the numerous projects, active and in planning stage, in support of scholarly work, the extensive services to Congress, the scholarly production of the Library and its accompanying publication, the continuing struggle to organize and house the tremendous annual inflow of some 4,000,000 pieces of material written in most of the languages of the world, then the managerial aspects of keeping the whole operation in balance and functioning smoothly become, not clean and clear, like the organization chart, but tremendously complex, and for this reviewer, breath-taking.

Of all the components essential to the operation of the Library, brains are, and must be, uppermost. It takes intelligence and mental capacity of a high order — and some courage — to manage, understand, develop, and make readily available for use this great assemblage of the human cultural heritage. The Library necessarily stands or falls with the caliber of the people at the controls and on the pumps. It is the good fortune of the United States, and of the Western World, that the entire institution has been and is so well manned.

It is appropriate that this report, which coincides almost exactly, in its closing date, with the termination of Luther Evans' 8-year period as Librarian, should review the contributions of this third Librarian of the present century. The record is clear and good. It reveals an imaginative, forward-looking, indefatigable, and dedicated administration of the Library. It shows awareness, both by act and implication, of the fundamental oneness of the scholarly world, in an international no less than a national sense, and demonstrates the leadership essential to giving that oneness effective reality. It is understandable that this brief summary of the 8 years, prepared by those who worked with Mr. Evans, should assign almost too much personal credit to him.

In more than doubling appropriations, during his term of service, in clarifying the function and scope of the Library, in projecting it and its services into the cultural affairs of the entire world, in increasing its cultural stature, in democratizing its operations, in these and other ways Luther Evans served brilliantly and well. However, such sentences as, in regard to budgeting adjustment, "Dr. Evans necessarily cut many corners . . ." and, in reference to acquisitions, that the deluge "obviously created problems for Dr. Evans," seem to ascribe too much too directly to one man. The cutting of corners permeated, of course, throughout the organization and could be done effectively only in proportion to the ability and ingenuity of the persons living directly and immediately with the problems and results of that cutting. Similarly the problems created by the deluge of materials were undoubtedly more real and urgent to the people on the firing line than to Mr. Evans; and their solution, in considerable part at least, must have come up from below, not down from above. It is inevitable from Mr. Evans' democratic administration of the Library, including such things as the Librarian's conference, the staff advisory committee, the staff discussion groups, the staff forums, the staff luncheons, and the *Information Bulletin,* that this should have been so. Mr. Evans would be the first to admit that the vision, as well as the problems, were not his alone. It is because of wise and democratic administration that the Library has operated so well, with such high morale, and, for the year under review, with an amazing complete absence of staff grievance appeals.

It is pleasant to note the evidences of efficient management this report records. Within the year a reduction of 35% in letters dictated in the acquisition program, a decrease of 62% in individual purchase orders for a continuing volume of purchases, a reduction of the time required for marking catalog cards for linotype operators from one and one-half hours per day to a half hour; the institution of Keysort first letter alphabeting of cards (thereby increasing this alphabeting from the 800 cards per hour by manual methods to 12,000 per hour) — these are things that every administrator must admire and applaud. They are things too which undoubtedly have their genesis in the pressures of the tremendous organizational problems facing the Library.

In the final analysis it is the use of the Library and its scholarly and research activities that count and in these areas too the 8 years of Mr. Evans' administration, including more specifically the one immediately under review, reflect outstanding achievement. The Legislative Reference Division, which now handles well over 50,000 inquiries per year, reached a high, in March 1953, of 6,550 inquiries — as many as would have constituted an entire year's work in the immediate prewar period. It also, to this reviewer's considerable surprise, prepared drafts or outlines of from 50 to 60 speeches per month.

In services to scholarship the Library has carried on or envisioned such seminal activities, in the 8 years, as publication of the Public Catalog, including within the present year sending off one and one-half tons of copy for the 24-volume quinquennial cumulation. Plans have also been considered for making this catalog a national catalog through showing holdings of other libraries. The great national Union Catalog has been maintained and its usefulness increased, an American imprints inventory has been carried forward, a microfilm clearinghouse has been operated, a Cyrillic subject union catalog has been further developed, and a plan for precataloging new books to permit printing of the L.C. card number in each book has been placed in operation. Numerous other similar projects and enterprises have been carried out. Important in the scholarly achievement of the Library has been its extensive publication of bibliographies and other works. Among its contributions of this kind have been the *Handbook of Latin American Studies* and the series in American civilization. One publication, the *Catalogue of the Library of Thomas Jefferson* by E. Millicent Sowerby, has been characterized by a reviewer as "a monument to the thoroughness and insight of American scholarship."

In areas of particular interest to archivists the Library has made long and eminently satisfactory forward strides. It "quite unabashedly asks for bodies of personal papers and other collections" as opportunity offers. It is partly as a result of this aggressive receptiveness that the Library has in recent years acquired the papers and letters of Owen Wister, Cordell Hull, Frederick Law Olmstead, Josephus Daniels, Harvey W. Wiley, Gutzon Borglum, Harold L. Ickes, Gen. John J. Pershing, Calvin Coolidge, Charles Evans Hughes, and William Howard Taft. Important primary records of the evolution of aeronautics from uncertain infant to world-dominating giant have also been acquired. Many of the facts of this phenomenal growth are documented in the papers of Octave Chanute, Orville and Wilbur Wright, Carl Spaatz, the controversial "Billy" Mitchell, Frank Andrews, Hugh Knerr, and "Hap" Arnold, all of which are in the Library. Within the year there has been added to these holdings the papers of Ira C. Eaker, covering his rich and productive 30-year career in the United States Air Force. Manuscript letters and first editions of Hans Christian Andersen have been presented by Mr. and Mrs. Jean Hersholt. The music manuscripts of George Gershwin, Deems Taylor, and John Philip Sousa have also been acquired.

A far-seeing program of microfilming manuscripts owned elsewhere, some inaccessible for ages, has been advanced. Documents of the early Christian era now in the St. Catherine's Monastery on Mt. Sinai and of the Greek Orthodox and the Armenian Patriarchate Libraries of Jerusalem have been filmed.

The entire manuscript program has taken on added impetus through improved managerial processes. All archivists will applaud the achievements of the Manuscript Division which, during the year under review, was able to organize 857,000 manuscript items, or twice as many as it received. In direct service the Division supplied 51,082 units to 869 readers, approximately 65% of whom were engaged in research on some historical period. How these improvements came about has been told in part in Katherine Brand's article, "Developments in the Handling of Recent Manuscripts in the Library of Congress," published in the April 1953 issue of the *American Archivist*.

For this reviewer Luther Evans' relatively brief tenure as Librarian of Congress will always be characterized by his cultural statesmanship. He has spoken boldly and with dignity on freedom of the human mind and spirit. He has been quick to see and ready to grasp, when and as funds have permitted, all opportunities to make the great resources of the Library greater and more useful. This he has done whether the opportunities were found in our own country or elsewhere in the world. Through readiness to assume both responsibility and leadership, as exemplified by the Evans administration, the Library of Congress has grown, in stature and services, to one of the greatest cultural and scholarly institutions of the world. To this growth Mr. Evans has imparted the human touch of all great statesmanship. The return of the Columbus letter of December 28, 1504, to the Real Academia de la Historia in Madrid and the presentation of Lewis Carroll's manuscript of Alice in Wonderland to the British Museum are actions in which all Americans of good will take satisfaction.

In his acceptance of responsibility, within or even beyond established capacity, and in his broad international outlook, Luther Evans has been one of the hardest working librarians of our generation. Certainly, in logging up, on numerous missions, national and international, what must have been well over 100,000 miles, he has become the most travelled librarian of all time. The following lines of Robert Frost, quoted in the report only as an illustration of the program of voice recording poetry, point up for Mr. Evans, in a personal sense, his eight years:

For I have promises to keep,
And miles to go before I sleep,
And miles to go before I sleep.

William H. Carlson

Oregon State System of Higher Education

Classified Finding List of the Collections of the Michigan Pioneer and Historical Society. (Detroit, Wayne University Press, 1952. Pp. 265. Processed.)

This guide to the 40 volumes of the *Michigan Historical Collections,* 1877-1929, has been compiled because, as stated in its preface, "It is difficult or at least tedious . . . to find a list of a man's personal papers, official documents on particular subjects, or reminiscences of a certain period" by using the index volumes of that set. The work was begun in 1939 as a WPA project, with Wayne University as sponsor. Lack of funds caused a delay in the work, and in 1940 the project was transferred to the Michigan Historical Records Survey. Publication has now been made possible by the concerted efforts of the Wayne University Press, the Historical Society of Michigan, the Detroit Historical Society, and Mr. Leonard Simons of Detroit.

The finding list has been divided into three chronological parts: 1600-1796, 1796-1861, and 1861-1926. Each chronological division has been further subdivided into topical sections as follows: official papers; personal papers; reminiscences; special studies; maps, portraits, illustrations and miscellaneous; and biographical sketches and genealogies. At the end is one final section titled Michigan Pioneer and Historical Society.

In the sections on official papers the indexing is done for rather broad subjects such as American colonies, census, Indians, military affairs, and the like, and the volume and page numbers cited are explained briefly by a word or phrase. In the sections on personal papers the entries under the personal names are grouped under "letters from" and "letters to."

The actual use of the finding list is rendered definitely difficult by the multiplicity of divisions and subdivisions. It is annoying to find a 265-page index divided into 19 short parts, even though in theory the divisions are obviously logical. By eliminating the three period divisions, the number of sections could have been reduced to six, with one added for the Michigan Pioneer and Historical Society. Choices of entry within the chronological divisions are sometimes puzzling. John Monteith is listed in the 1600-1796 "Biographical Sketches and Genealogies" but also in the 1796-1861 "Personal Papers," and again in "Reminiscences" for the later period. Since the 19 sections have been used, the absence of running titles is a serious omission.

This is one of that vast number of publications which came out of the WPA project and doubtless would not have been undertaken without that initiative. All of them have their value, their limitations, and their deficiencies, and to waive the usual standards in judging them is not to damn them. They were all produced over long periods of time under adverse circumstances. That this one should be made available is unquestioned, for it gives us helpful information which should not be lost. It has been reproduced cheaply, sensibly, even handsomely, from clear, legible typescript. The specialist in local history can fully appreciate this type of indexing which is based on several points of view and arranged by form of material rather than subject matter, and it is for the local history specialist that this work was done. He will use it profitably, but only as a supplement to the existing indexes, as was intended.

Dorothy King

William Allan Neilson Library, Smith College

Teki Archiwalne I, edited by Adam Stebelski. (Warszawa, Panstwowe Wydawnictwo Naukowe, 1953. Pp. 147.)

This is the first of a series of small publications designed to make available to Polish scholars archival documentary sources "which may adequately meet the needs of the new historiography of the people's state." Originating with the first congress of Polish scholars held after the Second World War, the idea was put into effect in 1951 by the Supreme Board of State Archives with the collaboration of various archivists and historians.

The Archival Portfolio, as the publication is titled, reproduces some 20 selections which come from the Main Archives of Old Documents in Warsaw (AGAD). Three of the selections belong to the seventeenth century, the earliest dating from 1635, while the remainder fall into the eighteenth century between the years 1727 and 1778. All are presented as "source materials for the socio-economic history of Poland, and particularly the history of its peasant village."

The unsigned introduction of less than four pages states the purpose and origin of the booklet, calls attention to the character and significance of the selections, partially identifies the seven contributors, and explains the publication's editorial technique, for part of which acknowledgment is given to the Soviet Academy of Sciences.

The five chapters comprising the booklet cover various types of documentary sources: descriptive, normative, and dispositive inventories, registers, administrative instructions, and decrees. Each chapter begins with a brief preface describing the historical background, nature, location, and condition of the sources, and the auxiliary tools used in their interpretation. One set of footnotes, calling attention to interpolations in or deletions from the manuscript, accompanies the text, while another, supplying explanatory glossological, geographical, and biographical data, is appended to each group of selections.

Unpretentious in format, the publication has no maps or illustrations and only a partial index. The whole seems a competent piece of work from the archival viewpoint, but its historical utility remains to be tested by impartial scholars working in the period.

JOSEPH SWASTEK

St. Mary's College
Orchard Lake, Michigan

Madras Record Office. *Catalogue of Danish Records.* (Madras, Government Press, 1952. Pp. 8.)

Madras Record Office. *Supplementary Catalogue of Dutch Records.* (Madras, Government Press, 1952. Pp. 3.)

Government of West Bengal, Home [Records] Department. *Annual Report for the Year 1950.* (Alipore, West Bengal Government Press, 1951. Pp. 7.)

Ceylon, Department of Archives. *Administration Report of the Government Archivist for 1947-50*, by J. H. O. Paulusz. (Colombo, Ceylon Government Press, 1951. Pp. 19. 40c; postage 10c.)

The first two items cited above are catalogs of the list type, simply stating the kind of record and the date. The Danish records were transferred by the collector at Tanjore in 1891 and were arranged and cataloged by the Rev. Heiberg of the Danish mission in 1925. The Dutch records were transferred in 1931 by the governments of Bombay and Bengal. They were cataloged by the Rev. J. Fruytier of St. Thomas Mount.

The 1950 report of S. N. Dutt, Keeper of Records of the Government of West Bengal, shows that the partition of the province continues to handicap the work of the Record Office. Special difficulty was caused by the mutual exchange of records between the Governments of East and West Bengal. The work of accessioning, cataloging, labeling, calendaring, and indexing records proceeded; but the publication of historical documents had to be suspended owing to shortage of staff. The work of preserving in typed copies old fragile records, which had been suspended, was resumed in the latter half of the year. Progress was made in repairing old records; and the fight against insects, which must be eternally waged in tropical countries, was vigorously pursued. The general public, government officials, and scholars continued to request and get information from the records. Some progress was made in weeding out records for disposal.

The report of J. H. O. Paulusz, Government Archivist of Ceylon, not only covers the work done from 1947 to 1950 but also gives a brief account of the development of the Archives. The Office of Government Archivist was created in 1902 as a part of the Chief Secretary's Office. In 1947 it was made a separate department in the Ministry of Education. When Japan entered the war in 1941, the records were moved from Colombo to Nuwara Eliya. This proved more satisfactory because of better atmospheric conditions at the provincial seat of government; and the records will remain here until a suitable air-conditioned building can be provided in Colombo.

The department has in its custody records of historical value covering nearly three centuries of Dutch and British rule. No records of the Portuguese era have survived. The Dutch records cover the period 1640-1746 and number approximately 7,000 volumes, the most valuable of these being family and land tombus and the parish registers. The British period extends from 1796 to 1897 and is represented by about 35,000 volumes. Under the new Constitution (October 1947), the control of the Record Office in Colombo (which contains records still used by the various ministries and therefore not open to public inspection) was entrusted to the Government Archivist. Good progress is being made in creating disposal schedules, but all over the island large accumulations of old records must be evaluated and weeded before transfer to the Archives Department for permanent preservation.

The department has started a 6-week training course for record keepers and binders working in all government departments in methods of record keeping and the preservation and repair of records.

The department plans to organize a central microfilm library of all documents of historical interest to Ceylon, whether located abroad or in inaccessible parts of the island. The department has photostat equipment and hopes to acquire soon a microfilm camera and microfilm reading apparatus.

Since 1947 the Archivist has acted as registrar of books and newspapers, and since 1951 he has had control over the printing presses of the island. A draft archives law has been prepared and will be presented to the legislature. This law will define "archives" and make statutory provision for their control and maintenance. One section of the law will prescribe disposal procedures.

GENEVA H. PENLEY

National Archives

NOTE: The editor has been requested to call attention to the fact that *Local Records, Their Nature and Care*, by Redstone and Steer, reviewed in the April issue, can be obtained from the British Book Centre, Inc., 122 E. 55th St., New York 22.

News Notes

MARY C. LETHBRIDGE, *Editor*
United States Information Agency
Assisted by ROY HART
National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The eighteenth annual meeting of the Society of American Archivists will be held in Williamsburg, Virginia, on September 12-14, 1954, with headquarters at the Williamsburg Lodge. The College of William and Mary, Colonial Williamsburg, and the Institute of Early American History and Culture will be the hosts. Advance notice will be sent to each member regarding registration, hotel reservations, and transportation facilities. Lester J. Cappon, Box 203, Williamsburg, Va., is chairman of the Local Arrangements Committee.

The program arranged by Chairman Morris L. Radoff and his associates is as follows:

SUNDAY, SEPTEMBER 12

4:00 p.m. — Registration begins

7:00 p.m. — Dinner, compliments of Colonial Williamsburg

MONDAY, SEPTEMBER 13

9:30 a.m. — Records Management Session, Herbert E. Angel, Director, Records Management Division, National Archives and Records Service, as chairman

"Planning a Records Survey," Irving Zitmore, Vice President-General Manager, Records Engineering, Inc.

"How to Organize and Operate a Records Management Program," Chester L. Guthrie, Records Management Officer, General Services Administration

Panel Discussion: Edwin C. Zepp, Director, Ohio State Archaeological and Historical Society; Philip R. Peck, Director, Office Services Division, Michigan Department of Administration; William Benedon, New Jersey Supervisor of Public Records; Edward N. Johnson, Records Analyst, U. S. Post Office Department

1:00 p.m. — Luncheon Session, chairman to be announced
"Archival and Manuscript Activities in Virginia," John M. Jennings, Virginia Historical Society

2:30 p.m. — Sightseeing: Colonial Williamsburg, William and Mary College, Jamestown, Yorktown, Colonial Williamsburg Educational Building

7:00 p.m. — Annual Dinner and Business Meeting
Presidential Address, Wayne C. Grover

Tuesday, September 14

10:00 a.m. — National Archives Anniversary Session, Solon J. Buck, Assistant Librarian of Congress, as chairman

"National Archives After Twenty Years," Ernst Posner, Dean, School of Social Sciences and Public Affairs, American University; Robert H. Bahmer, Assistant Archivist of the United States; and Boyd C. Shafer, Executive Secretary, American Historical Association

1:00 p.m. — Luncheon Session, William J. Van Schreeven, Virginia State Archivist, as chairman

"Recent Developments in Municipal Archives," Richard Ruddell, Assistant Archivist, Ford Motor Company

2:30 p.m. — State Records Session, Margaret C. Norton, Archivist, Illinois State Library, as chairman

"North Carolina State Records Center," Christopher Crittenden, Director, North Carolina Department of Archives and History

"Microfilming State Records; a report of the S. A. A. Committee on Microphotography," W. Frank Burton, North Carolina State Archivist

Panel Discussion: Leon de Valinger, Jr., Archivist of Delaware; Charles W. Dickens, Assistant Archivist of Delaware; Beryl E. Gardner, Senior Archivist, Maryland Hall of Records; Daniel F. Noll, Records Specialist, Management Office, District of Columbia Government

The Society's Committee on International Relations is investigating the possibility of arranging a short study tour for a limited number of American archivists in connection with the Third International Congress of Archivists, which will be held at Florence, Italy, at some time in 1956. The committee hopes to have preliminary information ready in time for the Williamsburg meeting. In the meantime the committee will be glad to hear from members who may be interested.

NATIONAL ARCHIVES AND RECORDS SERVICE

On May 15, 1954, the Region 3 Federal Records Center at Alexandria, Va., accessioned its millionth cubic foot of records. In September 1950, when the center was established, it was housed in one of the warehouse buildings in the old Naval Torpedo Plant; and for the first 9 months, since no steel shelving could be obtained, records were kept in the original filing equipment. Now, less than 4 years later, the center has expanded to occupy 421,625 square feet of warehouse space, in several buildings, where records are stored in inexpensive cardboard cartons on steel shelving — 2½ cubic feet of records to 1 square foot of floor space. The transfer of records has released for other use over 100,000 valuable filing cabinets and transfer cases and over 750,000 square feet of office and storage space. Since 1950, 120,000 cubic feet of records have been disposed of by congressional authorization and 67,000 cubic feet of records have been transferred to the National Archives, the Records Center at St. Louis, and other centers.

The National Historical Publications Commission met at the National Archives on March 1. At the meeting approval was given to the printing, after some further revisions, of the Commission's final report to the President entitled *A National Program for the Publication of Historical Documents.* President Eisenhower has appointed Wilfred E. Binkley, professor of history and political science, Ohio Northern University, as a member of the commission at the expiration of Richard H. Shryock's term.

LIBRARY OF CONGRESS

On April 22 the President sent to the Senate the nomination of Lawrence Quincy Mumford of Cleveland, Ohio, to the post of Librarian of Congress. At the present writing no action has yet been taken on the nomination.

The Library has received further papers of Benjamin F. Butler, Union soldier, Member of Congress, and Governor of Massachusetts. Butler's own letters, 1875-93, fill 41 letter books, and there are about 10,000 letters to him, received chiefly in the 1880's.

A small group of papers of George F. Becker (1847-1919), of the United States Geological Survey, was received by transfer from that agency, and Mrs. Becker also contributed valuable papers, including a number of personal and family letters. The collection covers more than 100 years, ca. 1814-1928, although most of the material is dated from 1870 to 1919.

The first shipments of the papers of Wallace H. White, Jr., Congressman and Senator from Maine, have come to the Library as a gift from Mrs. White; those received date from 1917 to 1931. Mrs. James Hamilton Lewis of Chicago has given the Library two groups of papers of her late husband, Senator from Illinois, 1913-19 and 1931-37.

Some 5,000 papers of Jo Davidson, sculptor, have been received from Mrs. Davidson; and the papers of William Torrey Harris, Commissioner of Education, 1898-1906, have been given by his daughter. The Harris manuscripts cover an important period in the history of American education, ca. 1865-1907.

An inventory of a Library microfilm collection, *Checklist of Archives in the Japanese Ministry of Foreign Affairs, 1868-1945* (Washington, 1954. 262 pp.) is available for $2.25 from the Photoduplication Service, Library of Congress, Washington 25, D. C.

DEPARTMENT OF STATE

Fred Shipman has become chief of the Division of Library and Reference Service in the Office of Libraries and Intelligence-Acquisition of the State Department. Kenneth Hoover has been appointed as acting assistant chief for records of the Department's Division of Communications and Records.

TRAINING

During the spring semester the School of Commerce of Northwestern University, in cooperation with the National Records Management Council, offered a noncredit course in records and archives management. Joseph W.

Ernst, formerly of the council and now in the business history department of the university, conducted the course; and specialists in records control made guest appearances. Student attendance was limited to 40.

The National Records Management Council has announced a new series of grants for part-time research in the various fields of records management and archives administration. Each grant provides $600 for 3 months of part-time study and research. Applications for the first of these fellowships were restricted to persons already enrolled as full-time students at a college or university in the New York City area. Future fellowships will be open to students or qualified persons employed by industry or Government, throughout the country. The objective of the program is to provide trained personnel to industry and Government and to develop new approaches to the problems of records management.

INTERNATIONAL NEWS

UNESCO

An intergovernmental conference on the protection of cultural property in the event of armed conflict was convened in The Hague on April 21; it will be reported later. The United States was represented by delegates from the Departments of State and Defense. For a manual on this subject, see *France,* below.

At a meeting in Paris of the organizing committee of the International Congress of Libraries and Documentation Centres, the committee accepted an invitation to hold the first congress at Brussels in September 1955. In addition to meetings discussing the general organizational and bibliographical problems facing all libraries in this period, three plenary meetings will deal with documentary reproduction by photograph and microfilm.

FOREIGN NEWS

France

Michel François recently resigned his position as chief of the division of microfilm and business (private) archives at the Archives Nationales to become professor of the history of institutions at the École des Chartes. He is succeeded by Jacques Monicat, formerly in charge of the notarial archives.

Lester Born reports in the Library of Congress *Information Bulletin* of April 19, 1954, that M. André Noblecourt, conseilleur technique du Service de Securité des Musées de France, delivered a paper entitled "La protection des objets de musée durant les conflicts armés" (28 pp., processed) at the Third General Conference of the International Council on Museums last July. Much of the material is obviously applicable also to archives and libraries. The approach is realistic and the remarks are practicable. Professors Noblecourt and H. Lavachery of the University of Brussels are coauthors of a forthcoming UNESCO manual on the protection of cultural properties.

India

The thirtieth session of the Indian Historical Records Commission was held at the Central Records Office, Hyderabad, February 1-3. The National Archives of India had prepared 51 exhibits illustrating different aspects of British Indian and Hyderabad history and a special section showing records damaged by various insects together with the remedial and preventive methods adopted in the National Archives.

The National Committee of Archivists concurrently held its first meeting in Hyderabad and discussed routine technical matters concerning archival work.

Israel

The Jewish National and University Library, Jerusalem, is sponsoring the publication of a *Catalogue of Arabic Manuscripts in Public Libraries of Israel,* a descriptive catalogue of about 500 items, compiled by Eli Ashtor, keeper of oriental books in the Jewish National and University Library. The catalog, of about 150 pages, will probably cost $3 and may be ordered from the Jewish National and University Library, P.O.B. 503, Jerusalem, Israel.

Pakistan

The second session of the Pakistan Historical Records and Archives Commission was held at Peshawar, February 26-March 1. Papers based on research among the archives and manuscripts were read, and the care and management of records was discussed.

Paraguay

Dr. Roscoe R. Hill visited Paraguay in April and lectured at the Binational Center in Asunción and at the National University on archival and historical topics.

CALIFORNIA

The University of California at Los Angeles has been given the entire literary and graphic estate of Richard J. Neutra, internationally known architect. The gift includes funds for the support of the collection. Since Mr. Neutra will need to refer to the materials for his work, he will retain possession of them during his lifetime, but students and researchers may have access to them now. At his death the materials will be removed to the university. A native of Vienna, Mr. Neutra came to the United States in 1923 and became an American citizen.

The Bancroft Library has received correspondence and other papers of the novelist Gertrude Atherton from her daughter, Muriel Atherton Russell of San Francisco.

Some of the gaiety and frivolity of San Francisco Bohemia before the earthquake is reflected in the papers of Gelett Burgess, recently acquired by the Bancroft Library. Writer, humorist, and cartoonist, Burgess, of "purple cow" fame, edited *The Lark,* a humorous magazine, between 1895 and 1897. He also wrote serious novels, social studies, and articles.

CONNECTICUT

The Yale University Library has received from Robert L. Barlow his collection of 5,000 items of musical-comedy literature. The earliest item in the collection is the original published vocal score of *Floradora,* produced on Broadway in 1900.

DISTRICT OF COLUMBIA

The Catholic University of America has received the personal papers of the late Francis J. Haas, former dean of the university's School of Social Science, from the Diocese of Grand Rapids. The papers include letters, scrapbooks, and personal records touching on many aspects of Haas's work, in Wisconsin, Washington, D. C., and Michigan. While in the capital he worked with the National Labor Relations Board and the National Recovery Administration, was a member of the National Resources Planning Board, and was head of the Fair Employment Practices Commission.

The Folger Library is frequently asked what readers are privileged to use the resources of the library. In the *Report From the Folger Library,* May 1, 1954 (vol. 5, no. 1), appears a statement of unrestricted use, made by the trustees of Amherst. Reaffirming their liberal policy, the trustees further state that the library "does not try to impound material for the special use of its own staff. The Library takes the position that learning is best served if qualified persons have free access to all documents." The report also notes the purchase from Loseley House of additional papers, all of interest to students of Tudor and Stuart history.

LOUISIANA

The Howard-Tilton Memorial Library of Tulane University recently held a full-scale exhibition commemorating the sesquicentennial of the Louisiana Purchase. The library's collection was augmented by loans of notable items from several important private and institutional collections of early materials concerning the Louisiana Territory.

NEW YORK

On April 19 Herbert Cahoon became curator of autograph manuscripts and later printed books at the Pierpont Morgan Library. He had formerly been first assistant in the rare book room of the New York Public Library and is the author of several bibliographical studies.

The New York Historical Society is again holding its annual seminar at Cooperstown, July 6-13. Among the seminar topics are techniques in historical exploration, teaching local history, and using local history.

The Society's recent acquisitions include a manuscript map of the country between Albany and Oswego, N. Y., drawn for Sir William Johnson in 1756; a group of early steamboat papers; a file of French newspapers, 1873-83, propagandizing Jules Leroux's Utopian communities in Iowa, Kansas, and

California; and 200 rolls of architectural records of the firm of John Butler Snook, which designed the W. H. Vanderbilt mansion and the Grand Central Station. Recently the society exhibited material from its newly acquired Lathrop Colgate Harper Spanish-American War collection. The war as seen by the people at home is well portrayed by the massive collection, which dates from the *Maine* disaster to 1902. Attendance at the society in 1953 reached 88,257, the highest in the history of the 150-year-old organization.

NORTH CAROLINA

Albert Barden, Raleigh commercial photographer, bequeathed his 25,000 negatives to the State Department of Archives and History. The collection is a mirror of life in North Carolina during the first half of the twentieth century, for Barden photographed many commercial, scenic, historical, and newsworthy subjects. Because of its size and the incomplete identification of many negatives, the problem of cataloging has been difficult. To date approximately a fifth of the collection has been filed.

The department has announced the following publications: *The First Half Century, The North Carolina Department of Archives and History — a Record of Achievement, 1903-1953* (free); Ann Beal, *Hall of History Railroad* (free); and William S. Powell, *The Carolina Charter of 1663* (pp. vi, 80. $1.00). They may be ordered from the Division of Publications, State Department of Archives and History, Box 1881, Raleigh.

OHIO

Colton Storm, formerly assistant director of the Clements Library, University of Michigan, assumed on June 1, 1954, his new duties as director of the Western Reserve Historical Society, Cleveland. Howard E. Peckham is the new director of the Clements Library.

PENNSYLVANIA

More than 100,000 manuscripts of Gottfried Wilhelm von Leibniz are being microfilmed in Hanover, Germany, under a project developed by Leibniz scholars John W. Nason and Paul Schrecker and by Charles W. David of the University of Pennsylvania Library, financed by a grant in aid from the Rockefeller Foundation. The Lower Saxony State Library and the State authorities are cooperating in the project. The microfilm will be deposited at the University of Pennsylvania Library. An account of the project appeared in the University of Pennsylvania Library *Chronicle,* Winter 1954.

In this section of the April 1954 *American Archivist,* reference was made to a nonexistent "Philadelphia Records Commission." Charles E. Hughes, Jr., city archivist, has written to correct the error. The archival agency of Philadelphia is the Department of Records.

RHODE ISLAND

The Annmary Brown memorial collection of medieval and renaissance books, paintings, and manuscripts is now under the direct supervision of the John Hay Library, Brown University, with Lydia M. Gooding as its curator. Established in 1907 by Gen. Rush C. Hawkins of Civil War fame, the collection has been the property of the university since 1948 but has had its own librarian and board of management.

UTAH

S. George Ellsworth, professor of history at Utah State Agricultural College, has prepared a guide to the manuscripts in the Bancroft Library relating to the history of Utah. Scheduled for publication in the current (July 1954) *Utah Historical Quarterly,* the guide is divided into sections, with a brief introduction to each section and with entries arranged alphabetically. Each entry gives a detailed description of the manuscripts covered. The April 1954 issue of the *Quarterly* contained Dr. Ellsworth's article "Hubert Howe Bancroft and the History of Utah," which serves as an introduction to the guide. Reprints of the guide and introduction, bound together, may be bought for one dollar from the Utah State Historical Society, 337 State Capitol Building, Salt Lake City.

VIRGINIA

Among the recent accessions of the Alderman Library at the University of Virginia are a journal, 1767-72, of Joseph Whitney's voyages from New England to the West Indies and Maryland, and a transcript of the diary (1777-99) and memorandum book (1774-77) of Zuriel Waterman, Rhode Island physician, Revolutionary War surgeon, and prisoner of war.

WISCONSIN

On June 26 the State Historical Society formally opened the papers of Robert LaFollette the elder, which had been under seal. To mark the occasion, the American Town Meeting of the Air held a forum that evening on progressivism in America today. The papers cover the period of LaFollette's life before he became a Senator.

MISCELLANEOUS

The labor historians are now publishing a mimeographed quarterly bulletin, which will be of interest to those dealing with the records and history of organized labor. The editor is L. H. Arky, Institute of Labor and Industrial Relations, University of Illinois, Champaign.

The National Microfilm Association's annual meeting was held on April 1 and 2, 1954, at Cleveland, Ohio. The program included discussions of industrial microfilming procedures, film and paper processing and the technique of microfilm enlarging by Xerography.

Some Reflections on Business Archives in the United States[1]

By OLIVER W. HOLMES

National Archives and Records Service

THERE was some thought on the part of your program committee that this paper on "Business Archives in the United States" should be presented by a practicing business archivist, and I could wish it might have been. It has been impossible for any one person in recent years, whether working with business records or watching developments from the sidelines, to keep up with what has gone on in this fast-moving field. Although there has been a great deal of writing on the subject, most practitioners have been too busy doing things to write of their experiences. Others are hardly free to write objectively. There is noticeable, too, I feel, the usual reluctance on the part of many business enterprises to publicize such programs. There is no use letting competitors in on a good thing. Much of the writing that gets done is by those whose services are for sale to business, and it has to be discounted accordingly. We have here a field in which calm, impartial appraisal may, in the nature of things, become very rare.

Despite the obvious difficulties, it is time that the profession had a systematic and objective survey of developments in the field of business archives and records management. Such a survey, I feel, would need to be carried out by a combination of questionnaire and field work. There would be many interviews, and one would have to see facilities and study programs in operation. Properly approached, most business firms would doubtless be cooperative, especially if assured of an objectivity that would produce fruitful conclusions. Perhaps the National Records Management Council could make such a survey. Objective reviews of developments in this field at periodic intervals represent the kind of information that it was hoped originally the council would collect and disseminate. It is my belief that such reviews, periodically placed in the hands of businessmen, would make the council better and more favorably known than any number of high-pressured, sensation-triggered publicity brochures. Anyway, I urge the idea upon the recently reorganized board of directors of the council.

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[1] A revised and expanded version of a paper read at the annual meeting of the Society of American Archivists at Dearborn, Michigan, September 15, 1953.

Meanwhile, I speak only as an outsider — with no Kinsey statistics and no Leahy statistics — as one who has tried to keep abreast of the major developments and see them perhaps disinterestedly and with some time perspective.

If it seems inappropriate for a Government archivist to speak on the subject of business records, let me, before starting on my main theme, make a few observations. Business and Government may at times look askance at each other, but business archivists and Government archivists have more in common than is generally realized. The technical problems of storage, preservation, repair, and reproduction are practically identical in the two fields. There is much that is similar in the organization, arrangement, and description of the archival holdings — certainly the same basic archival principles govern in both fields. Service practices and problems may begin to vary, but there is still a large common denominator of experience that is applicable. I would say that the same standards of appraisal should govern in deciding what should be preserved and what can be destroyed, and that the same pressures are always operating to influence these appraisals one way or the other. There should be much in common in the training of the Government archivist and the business archivist. Basically, both should have a sound historical background, topped off with special training in archival theory and practice, or they are unworthy of their charge. Ideally the business archivist, in addition, should have emphasized economics and the study of business institutions while the other should have emphasized political science and the study of Government institutions. Actually, the only big difference is a difference in emphasis in subject matter. Practically speaking, there should be a fairly free crossing over between the two fields because each has much to teach the other. Cross-fertilization in the past has produced tremendous benefits, and there should be more of it in the future.

Indeed, if there is any one theme in the past 15 years of business archives development that is more striking than any other, it is the degree to which the outlook, philosophy, practices — yes, even the jargon — of the Government archivist, concerned with public records, have been carried over into the field of private business archives. Many of the practitioners in the field of business archives received their indoctrination in Government archives circles. They have taken their gospel and their enthusiasm into the new field of business archives, which seemed to be ripe for the harvest, and have found a good reception from management, which had a growing problem for which there had been hitherto no formula in their books. At least the schools of business administration in this country had provided none. But governments had a very old one — long applied in Europe — which, however, the United States Government had only belatedly applied when it established the National Archives in 1934, so that the example had not been before private enterprise in this country before that date. Naturally, it took some years before that example could carry over into the private field. The problem in private enterprise was recognized before World War II and became more acute because of World War II, but it was only after the war that the example of the Federal Government's archives program began to take hold as a possible solution.

On the other hand, some of the practices which most distinguish Government archives in the United States from those of older institutions in Europe are those which possibly have been taken over from record practices of American business. Schedules of records retention and disposal, for instance, were in common use in certain areas of American business before the National Archives was established, although they in turn may have been suggested by the earliest regulations prescribed by the Interstate Commerce Commission for public carriers. Further research is needed on the history of the records schedule concept to trace its origin. Record making and record filing practices of American business have greatly influenced similar practices in Government agencies, as businessmen have entered Government to a greater extent in this country than in Europe and brought the practices of private business with them. The records storage warehouse at a distance from working offices, to house semicurrent records, an institution already in use 15 years ago by a number of large companies, influenced the adoption more recently of the records center idea in Government archival programs. Curiously it appears that the term "records center" is now being carried back into business. Different businesses, working separately as is their wont, often had different terms for their ideas and practices. The archival profession is giving them standard terms to take the place of their home-brewed ones, and hand-in-hand with standard terms there is an increased standardization of concepts. You see, then, that it would indeed be tragic if a nonfraternizing policy between Government archivists and business archivists was ever encouraged or allowed to develop because, obviously, each will always have ideas to contribute to the other. The Society of American Archivists should continue to be a "roof" under which all can meet.

The Ford Motor Company in being so gracious a host to an organization still composed chiefly of Government archivists is certainly doing its part toward emphasizing the common professional principles, practices, and, I hope, philosophy that should always prevail in both fields.

I touch on the subject of current records management only to turn away from it, for with respect to this paper the term "business archives" will have to be more narrowly defined. I am one of those who feel that the term "archives" may include current records, if the user wishes it to do so, and many writers properly use the term "business archives" to refer to the totality of business records. To limit my subject and avoid confusion, I choose, however, henceforth in this paper to consider the term "business archives" as referring only to the noncurrent records of American business. I could argue that archivists have a considerable interest in current records and therefore in records management, but I could not maintain that it should be a controlling interest. Their controlling interest begins — that is, they should take control — at the point where records cease to be current and become noncurrent — a point that we all know must exist, theoretically, but that is, in practice, almost always difficult to locate with certainty. I intend to leave the whole subject of current business records to the records management forces, but with the warning that this differentiation so easily made in theory will rarely exist in practice, because (1) smaller companies may never be able to afford both records managers and archivists, so that the same person will have to be familiar with and responsible for both fields, (2) that even for large corporations, it will almost never be possible to establish the two programs, one for current records and one for noncurrent records, at the same time, that a company will begin with one program or the other, and that the division of labor and organization will come later as the program matures and proves itself, and (3) that there must be some coordination of both programs at a higher level to insure cooperation and integration. As an example, I would insist that a degree of overlapping is desirable at the uncertain point of transferring control just as in a relay race both runners must, for a sufficient time, have their hands on the baton to insure that at this critical point there be no costly fumble.

One phase of this subject that must be sold to business firms if we are to have company archives programs but that can be passed over quickly with this audience is that of the values of business archives both to scholarship and to business. It is always easy to devote much of a paper on business archives to this part of the topic, and everyone has new arguments and new illustrations, depending on his contacts and interests. You have had something of the argument presented in earlier papers at these meetings, and in other papers before this Society in earlier years, beginning with one by Herbert Kellar in Washington as long ago as 1937. I spoke my piece on this subject, and have little to add and nothing to subtract, in 1938 in my article "The Evaluation and Preservation of Business Archives."[2] The line of reasoning has never been more logically and convincingly presented in short space, however, than in Ralph Hower's *The Preservation of Business Records,* published by the Business Historical Society in 1937 and several times reprinted, the last time in 1941. This publication, which was widely distributed, possibly had more influence in America than any other piece of writing in this field, and with some revision it should be again issued and kept in print as a kind of basic educational document.

In speeches before their colleagues and articles in professional journals an impressive number of American economic and business historians and custodians of historical materials since the 1920's have propagandized in the best sense for the preservation of business records as a necessary part of the source materials of American history. Herbert Kellar, Herbert Heaton, N. S. B. Gras, Arthur H. Cole, Henrietta Larson, Thomas D. Clark, Thomas Cochran, William D. Overman, and Stanley Pargellis come to mind. Others said less in print but worked effectively in personal contacts and through institutions and organizations for the same end. One must mention the work of the Joint Committee on Materials for Research (of the American Council of Learned Societies and the Social Science Research Council), set up in 1929 with Solon J. Buck as chairman and, from 1932 until his death in 1940, under the leadership of Robert C. Binkley. There was the American Library Association's "Committee on Archives and Libraries," whose chairman, A. F. Kuhlman, did some good work on business records for a time. There have been committees of the Special Libraries Association, of the Economic History Association, and of this Society, all more or less active at different times, depending on the initiative of their leaders. Finally, there was the Committee on Business Records of the American Historical Association, which performed a most concrete service when, in 1949, it was responsible for securing a grant of $35,000 from the Rockefeller Foundation with which to establish the National Records Management Council, which organization, it was hoped, would in the future spearhead the crusade.

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[2] In *American Archivist,* 1: 171-185 (Oct. 1938).

In all countries, apparently, academic forces concerned with social and economic history have taken the lead and given momentum to the movement for the preservation of business archives. We saw in Professor Sabbe's paper, yesterday, how this also was so in country after country in Europe. And in no country, it seems to me, has there been more energetic and practical leadership in this educational movement than in the United States.

Has there been a sufficient return? Have the results been commensurate to the effort? If the fruits are not so visible as yet, has the seed been sown on fertile ground within the business world so that at least the coming generation may reap the results? Should we be encouraged or discouraged at this time? These are the questions I would like to try to answer in the remainder of this paper by a rapid review of trends and achievements.

It may be helpful to divide our appraisal of results into two main topics, (1) the collecting of business archives by libraries and other collecting institutions and (2) the preserving of business archives by the companies themselves in what we usually call "company archives." It may be useful also to keep in mind the year 1938 as a practical dividing line. Prior to that year the concept of a company archives as one solution to the problem does not seem to appear in the American literature. Undoubtedly by that time it existed in the thoughts and conversations of a few individuals. Just as certain is it, however, that the academic world was not thinking up to then in terms of depending on business to help do the job of preserving valuable business archives. The thinking was in terms of getting the older records away from business, of bringing them together in research centers where scholars were in control. Business leaders might be appealed to to help support these centers in roundabout fashion, but it would be like appealing to them to support other enterprises of admitted social and intellectual value to the community at large.

Between the end of World War I and 1938 the more progressive historical societies and university libraries, under the promptings usually of individuals or groups interested and active in research into aspects of social and economic history, collected business records. Some records of this character, even earlier, had drifted into custody unsought as parts of collections of personal and family papers, but few institutions actively sought such material. The correspondence of an older company might be acceptable because famous persons had been connected with the enterprise or the letters might reflect important historical happenings. Thus, the correspondence of merchants and mercantile houses of the American Revolution was one of the first respectable categories, always welcome in the historical societies of eastern seaboard States. The correspondence of fur companies and land companies was sought by historians of the West, who usually had to travel east to find them. Local historical societies became interested too in the early enterprises and industries of their region, which inevitably tied in with the famous personages and families of their area about which they were expected to preserve data.

These random interests broadened in the boom period of the 1920's; and the depression period, instead of discouraging the movement, if anything emphasized the dependence of American life upon business enterprise. It encouraged the study of business phenomena in detail — the sources of capital, the use of credit, the techniques of management, labor sources and problems, technology in business and its impact, markets and how they were won and lost. American business records could throw light on these suddenly important topics, and to collect them became respectable. A historical society that held out against this interest, perhaps dominated by some pensioner of the old aristocracy or some idealistic devotee of leisure and *belles lettres,* was the exception and was definitely pictured as a closet of cobwebs by the new historians. Most of these conservative institutions were in the East and South. In the Midwest the historical societies, publicly supported, were less the captives of a class and were more alert to professional winds.

To the historical societies would have to be added a modest number of the large reference libraries of the country, some of them tax supported but others operating in whole or in part with private endowment funds — the New York Public Library, the Detroit Public Library, and of course the Library of Congress. To the older manuscript curators, however, there remained something plebeian about collecting business records. They still preferred to fill their shelves with the papers of statesmen, military leaders, literary figures, and prominent old families. Those aristocratic institutions, the Clements Library and the Huntington Library, held aloof. It was something of a surprise when the Newberry Library broke down, but that was in a later period and because of Stanley Pargellis.

This was a period, however, when a number of university libraries, closer to the new academic interests and needs, entered the picture and almost took the lead — notable among them, the University of Virginia library, where Lester J. Cappon brought together records especially of the old iron industry of the region; the University of North Carolina, where J. G. de Roulac Hamilton brought together plantation records and other business records of the old South; the rival collections at Duke University, where perhaps more attention was paid to the new industries of the South; the University of Kentucky, where Thomas C. Clark brought together records of small business; and the University of Louisiana collections at Baton Rouge, where there are also many plantation records. There were later comers into this list, for example, the University of Michigan, where we saw emphasis on lumbering records.

There remain to be mentioned of this period two unique enterprises, each of which deserves a paragraph.

The first is represented by the program of the Business Historical Society, founded in 1926 at Boston, and of the Baker Library, erected in 1927 as the library of the Harvard University Graduate School of Business Administration. By agreement the manuscript division of the Baker Library became the depository of business records collected through the society's efforts. The program was unique in that the society and the library actively sought out and collected only business records. The present custodian of these collections is the chairman of this meeting, and the best guide to them, as well as description of the growth of the holdings, is to be found in his *List of Business Manuscripts in Baker Library* (213 pp.), published in 1951. Other discussions of criteria of selection and the problems of caring for business records are to be found in several provocative articles by Arthur H. Cole, former curator and present librarian of the Baker Library.

This library, it was hoped, would become a greater center, a sort of laboratory, for the study by the case method of the development of American business. From these records would be written articles, monographs, volumes, on the enterprises whose records were preserved, and these in turn would become building blocks upon which could be erected the history of American business. There was much the same motivation in forming collections of business records in other university libraries that I have mentioned; in fact the example of this institution at Harvard probably did much to spread the idea. But the Baker Library still leads all other libraries in its holdings of business records and represents the fullest or most complete development of the idea of preserving American business records by the collecting method. It was hoped that other collecting institutions, devoted solely to business records on the Boston model, might spring up in other industrial areas of the country, but none has, and as time passes it appears less and less likely that we shall have another institution just like this.

The second enterprise deserving special mention is that represented by the former McCormick Historical Association Library, located until 3 years ago in Chicago. Founded as long ago as 1912 by the children of Cyrus Hall McCormick, head of the McCormick Harvesting Machine Company, and opened to scholars in 1919, this library contained the records of the old McCormick company from 1831, when the reaper was invented, to 1902, when the company was united with other farm machinery enterprises to form the International Harvester Company. Added to the company records, however, are the personal papers or family archives of the McCormick family for the same period and earlier. Had this institution been established after 1938, it might have been named the McCormick Archives, but it was an archival establishment supported by a family and not by a firm. As such it was unique in America.

Although the full facts are not known to me, apparently as the older generation passed from the scene, the support of the library lessened. The separate building in Chicago was given up a few years ago; and, after some investigation as to where the best location and most suitable arrangements might be found, the library was moved to the State Historical Society of Wisconsin, in Madison. There it is perhaps even more available to scholars than it was; and its old head, Herbert Kellar, is still available to serve as a guide and adviser to students in its holdings and in the materials of business history in general, which he has made his specialty over the years. There is added logic to the location in that the Wisconsin society is adding other business records to its collections at a brisk rate and has become perhaps the major center for the study of the history of business enterprise in the upper Middle West.

By drawing a line at 1938 I do not mean to imply that this "collecting" of business records ceased or even lessened after 1938. I suspect it has continued to increase. The Newberry Library entered the field in a big way after that date by swallowing, and digesting, the early archives of several major midwestern railroads. Wisconsin's serious concern with its program has arisen since the end of World War II. If there has been a slowing up in some eastern institutions, it has been more than balanced by the entry of new institutions into the field, some modestly but others with determination. These are chiefly in the West, where the third and fourth generations are now becoming more conscious of the significance to them of the business enterprises of the pioneer generations. The slowing up in certain older institutions has often been because of the lessening of available space, as at the Baker Library, where we have emphasis for the first time on the winnowing of certain large collections.[3]

It is indeed important that there be no slowing up in this collecting activity. We are dependent upon its energetic continuance for the preservation of most of the records of American business activity before 1890 and those of small business and unsuccessful business enterprise after 1890. Let no one underestimate the significance of these categories. Let no one think that because "company archives" are appearing upon the horizon there is no longer need for the old-fashioned "collecting" of business records.

I have given this much space to summarizing this activity because I want to emphasize that it represents a major archival achievement of our generation. Support must still be given these institutions that they may continue for additional generations to perform their appointed tasks.

It was obvious even by 1938, however, that these collecting methods and these collecting institutions were not going to solve the problem of caring for the twentieth-century records of American big business. The major reason was lack of space. The valuable records of any one of a hundred leading corporations in the country today would swamp any collecting institution that attempted to care for them. In addition, however, the techniques of handling modern records in bulk were different and demanded special experience. Archival rather than manuscript control methods were called for. Furthermore, as one came down into the twentieth century, businesses naturally were more reluctant to have their records taken away from them as was done under the "collecting" method. They might need certain older records, or the records might be used against them, if they were to be opened to the public. The company did not feel it could afford to lose its control. On the other hand, the social and economic historians did not want to leave the ultimate preservation of valuable records to chance, nor did they want to wait forever for access; and some of our large businesses seemed destined to go on forever. In this dilemma, knowing that he could not care for these bulky records, and that he probably could not get them if he could, the historian set about persuading the large companies to consider the values of their own records and make provision accordingly for their care.

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[3] Robert A. Lovett, "The Appraisal of Older Business Records," in *American Archivist,* 15:231-239 (July 1952).

This was the burden of the very fine 1937 pamphlet by Ralph Hower that has been cited. It urged that the companies themselves should consciously and carefully select the records to be permanently preserved because such selected records were of value first to the company itself and second to the historian who would study the development of the company or the industry or would study certain aspects of its experience in relation to the larger experiences of society. It emphasized that such a selection and control program, properly administered, should not only pay its way but ought to profit a company. In this pamphlet a full-fledged records management program with some archival features is outlined in the section "How Records Should be Preserved," but the word "archives" is missing from the text and so is the word "archivist." Hower speaks of the need for centralized control but says, "The actual execution of the program may be done under the capable direction of a junior executive." In other words, although several publications of the National Archives are cited in the footnotes, there is missing any clear recognition that the formula so recently inaugurated by the Federal Government for handling its record accumulations might be applicable also to the records of large private corporations.

In my article of 1938 there was more emphasis on the careful selection of business records for preservation, and the new appraisal program of the National Archives for the records of the Federal Government was cited as an example of the conscious winnowing that was desirable instead of leaving the future record to chance. It was also stated in this article that the larger business organizations in the coming generation "will be struggling with the same complicated problems of record housing and arrangement that governmental units are now concerned with, and they will, for the most part, have the necessary money to work out reasonably satisfactory solutions. Trained archivists should contribute to this result."[4] It was possible in this article for the first time to cite an example: "The Firestone Tire and Rubber Company has recently employed a trained archivist to grapple with its record problems."[5] Calling in an archivist for advice was still a long jump from a full-fledged company archives, however, and it is not at all clear that in 1938 any business executive was making that jump even in his mind.

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[4] In *American Archivist,* 1:180 (Oct. 1938).

[5] *Ibid.*

The Firestone Archives was, I believe, the first "company archives" deserving of the appellation, and William D. Overman, who was put in charge, may be designated the pioneer business archivist in this country. It was he who in 1937 had been called in on an experimental basis as noted above. At the Springfield meeting of the Society of American Archivists in October 1938 he made the first report to this fraternity of a professional archivist's venture into this new field. His proposed program for the company was a modest one compared with later developments. The company thought about it for several years while Overman went back to his former job. Then in March 1943, in the midst of World War II, the company called him back on a permanent basis, and the first company archives program was inaugurated.[6]

The war aggravated records problems greatly in all large companies. Records control and management programs were badly needed, but there were few experienced persons available to install them during the conflict. It was obvious that the need for archival programs in business would be all the greater when the struggle was over because the accumulation of records had been greatly accelerated and a large percentage of them would become noncurrent with the return to peacetime operations. There was much talk among archivists during the war years about potential postwar opportunities in this field, talk both of the possibilities of archivists' positions opening up with individual companies and of the possibilities of selling an advisory service to any and all companies desiring the outside view of an experienced practitioner.

In the later war years and early postwar years, special record programs were being inaugurated in many companies. They were empirical programs, tailored to fit individual conditions and circumstances. The persons placed in charge went to work on their job as they saw it, and only later did they discover that others were also wrestling with these problems, that they were members of a growing fraternity. Some of them came to the National Archives for help. Many others began to read the *American Archivist* and to adapt ideas and practices with respect to Government records encountered there to the conditions of the business world. Some of them took the American University summer course conducted by Ernst Posner and similarly pondered the general applicability to all organizational records of principles enunciated therein. Still others began to get together and exchange experiences at the annual meetings of our Society.

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[6] W. D. Overman, "Some Problems in the Preservation of Business Archives" (read Oct. 26, 1938). 8 pp. typescript in National Archives Library; also "The Firestone Archives and Library," in *American Archivist,* 16: 305-309 (Oct. 1953).

None of these record programs can be considered a true archival program, perhaps, but most of them possessed elements of an archival program — a records retirement or disposal schedule, a special depository or building, with special equipment, for noncurrent records needing still to be kept, a specialized reference service rendered on them, specialized use of microfilming and other techniques to reduce the bulk or give special security to or service on records, special arrangement and finding controls with a special crew in charge. In general, this program operated for all or most of the company, taking over older records from the many current file rooms and stations. Usually the depository was a special corner or floor of an office building; less often it was a separate building, an outmoded factory structure or warehouse fireproofed and otherwise converted for the purpose. Sometimes the building has been a structure of historical or other popular interest, which can be used also as a museum to contain objects as well as records associated with the company's past. The old stone powder mill of the Dupont Company on the Brandywine is one example. Fair Lane here on the River Rouge is another. The specially constructed archives building for business corporations may come eventually, but it is still a good way in the future.

The motivations behind these record programs differed. Most often, perhaps, the programs were inaugurated as an effort of management to maintain or restore control over the bulging file rooms and their untidy overflow areas, an effort made more desperate by war demands for space. Sometimes, however, the desire to prepare company histories for anniversaries led to a systematic roundup of the older records, later followed by a considered program to care for and exploit them. Occasionally the publicity department of a company awoke to the fact that early records emphasizing a company's long or historic past were of value in advertising and other public relations activities. Often the factors were multiple in a single company.

To catalog and characterize these archival programs company by company is beyond the scope of this paper. The survey that I have proposed should do that. What I have in mind might perhaps be a companion volume to that on company museums prepared by Lawrence Vail Coleman with the help of a grant from the Carnegie Foundation and published by the American Association of Museums.[7] The relations between company archives and company museums are often very close, but, preferably these enterprises should be separate or one of them is likely not to be completely developed.

Despite all this archival activity, stemming chiefly from the records management approach, and despite the increasing popularity of the term "archivist" as the title for the person placed in charge of the program, there are few properly developed archival programs in operation as yet in the business world. They can certainly be counted on the fingers of two hands. We are still at the beginnings. But they will grow. There may be hard times, as there were with company libraries during the depression. They survived, however, and are today stronger than ever. Once libraries and archives and museums are fairly started it is difficult to dismantle them completely. They have a way of growing, now faster, now slower, but always growing. Time is their ally. If we can get these enterprises fairly started in a substantial number of our larger corporations, the future of the "company archives" idea is secure. It will be an accepted part of business organization as it is of Government organization.

Unquestionably the most fully developed business archives program in the country today, albeit one of the youngest, is that of the Ford Motor Company. Since it has already received considerable attention in printed literature[8] and since most of you will visit the headquarters of operations at Fair Lane, I shall not go into details. You will be amazed at the progress made in little more than a year. I like to think that in the long run perhaps the greatest influence of the Ford Archives will be as an example to other companies — a demonstration and a model and perhaps a training ground for personnel. It will become that and more if continued under the same competent and imaginative leadership that has characterized its operations to date.

It has been my thesis in this paper that the preservation of the record of American business can be accomplished only by the energetic promotion and operation on a large scale of two very different programs that are nevertheless complimentary to each other — one the "collecting" program of the libraries and the other the "company archives" of big business. The first must not now be allowed to lag. The second has a boundless future before it.

[7] Lawrence V. Coleman, *Company Museums* (Washington, 1943. 173 pp.).

[8] Henry E. Edmunds, "The Ford Motor Company Archives," in *American Archivist,* 15:99-104 (Apr. 1952); Wayne C. Grover, *Fair Lane; a Business Archives* (Dearborn, 1953. 5 pp.); and *Fair Lane Ford Motor Company Archives* (Bulletin No. 1, Dearborn, 1953).

A Manuscripts Collecting Venture in the Middle West: Indiana, 1950-1953

By THOMAS P. MARTIN

Dunn Loring, Virginia

SINCE the advent of the "atomic age," some custodians of the nation's historical manuscripts — sources of American history — have pondered the dangers in Washington, D. C., and other large cities and have considered what might be done to avert or avoid them. Big businessmen have felt similar concern for personnel, records, and papers.[1] In this article there may be found a suggestion.

In 1948 an officer of Indiana University Library, on hearing that the writer had discovered near Cannelton, Indiana, an important collection of historical manuscripts — some papers of Hamilton Smith in the hands of an heir [2] — asked him whether he could induce the owner to place it in the library and could extend his researches throughout the State, to build up the library's special collections.

The writer was more than ordinarily interested in this suggestion. He had had much experience in such work; he knew how cramped was space in most repositories of materials of national importance and how selective and sporadic the collecting had been. Many important collections had remained unsolicited, some had even been refused by repositories when offered, and some were in the hands of people who were unaware of their value. Here was an opportunity to gather such collections into a university repository in a small town, at a safe distance from large cities, in the region or section of origin. This repository could obtain microfilm reproductions of related collections in the large cities; and historians could use them *in situ* for the writing of new history to redress the balance of the old.

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[1] Joseph E. McLean, "Project East River — Survival in the Atomic Age," a review of the 10-vol. report of Project East River, sponsored by the Federal Civil Defense Administration, in *Bulletin of the Atomic Scientists,* 9:247-252 (Sept. 1953); Federal Civil Defense Administration, *Critical Target Areas . . . Official List as of July 1, 1953* and *Annual Report,* 1953; Hanson W. Baldwin in *New York Times,* June 13, 20, 1954; and George E. Cruikshank in *Wall Street Journal,* June 20, 1954.

[2] Mrs. John P. McAdams, a granddaughter, of nearby Hawesville, Ky.

The writer had been searching at Cannelton, on the eastern edge of the coal field below the falls of the Ohio River, for the records and papers of a steam cotton mill which was established there in 1848 and is still in operation.[3] It was not a mere local affair. It was the deliberate building of an outpost of the advancing western industrial frontier rivaling William Gregg's new Graniteville cotton mill on the South Carolina Railroad not far from its Hamburg terminal opposite Augusta, Georgia. The Georgia Railroad planned to build from Augusta around the southern Appalachians to connect with railroads of the West and the Northwest. The Hamilton Smith papers of 1847-51 consisted chiefly of Cannelton promotional material; the Cannelton cotton mill office vault was found to contain records and papers from 1850 to 1947; and Indiana University Library held the only known file of Smith's weekly newspaper, the Cannelton *Economist.* Smith, an attorney of Louisville, Kentucky, was a native of Dover, New Hampshire, graduate of Dartmouth College, and intimate friend of Salmon P. Chase. Chase's papers, in Washington and Philadelphia, could be microfilmed. For a first combination of originals and reproductions of materials of national importance, this one would be ideal.[4]

Therefore, with encouragement by Indiana University authorities, the writer conceived a full-scale program for collecting manuscripts of the region or section that Hamilton Smith had called "the central west," mainly west of Ohio. To enlist the aid of as many interested people as possible, he would, as visiting professor in the department of history, teach a graduate course on manuscripts, and as library consultant on manuscripts conduct an inquiry for the papers of persons who had influenced sectional and national policies and actions. He would cooperate rather than engage in unseemly competition with other manuscripts collecting agencies.[5]

In the fall of 1950 he began at Bloomington, Indiana, the compilation of a directory of names of persons whose papers might be desirable: first, those notable in the legislative, executive, and judicial branches of the Government of the United States; next, those prominent in the government of the State; then, leading private citizens in all walks of life; and so on. The directory framework thus set up would serve as a guide. The names of those whose collections were desired by professors, graduate students, and others were entered and of course were given first attention. All pertinent information obtainable by interviews with those interested and by supplementary research was included. Then the writer had constantly to coordinate his own efforts with those of other interested persons. There were at Indiana University several men, among them the late Lawrence Wheeler, professor of journalism and director of communications, who were rich in local acquaintance, knowledge, and experience in soliciting gifts — Wheeler, in 1951-52, acquired for the library the papers of the Willkie Clubs of America (Associated), 1940, 65,000 items (66 feet).

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[3] See Indiana chartering acts for Cannelton enterprises, approved Feb. 15, 1848. The first organization was under the name of the Cannelton Cotton Mill; the second, soon afterwards, under that of the Indiana Cotton Mill; since 1946 the firm has been Strongwall Mills, Inc., a unit of Bemis Brothers Bag Co., St. Louis, Mo.

[4] See the writer's "Conflicting Cotton Interests at Home and Abroad, 1848-1857," in *Journal of Southern History,* 7:173-194 (May 1941), and "The Advent of William Gregg and the Graniteville Company," in "Notes and Documents," *ibid.,* 11:389-423 (Aug. 1945); Mary G. Cumming, *Georgia Railroad & Banking Company, 1833-1945*; and Charles M. Wiltse, *John C. Calhoun, Sectionalist, 1840-1850,* pp. 234-246. Chase had long watched Calhoun closely.

[5] The writer's Indiana correspondence and papers, July 1948-June 1950 (ms.), show the origin and development of the planning before he began work in Bloomington.

The consultant felt at times a bit overawed at the apparent strength of Hoosierism — as if he were "a stranger in the midst." On the other hand, he gained confidence from finding that most of the research projects of Indiana professors and graduate students were, like his own, in the economic and social backgrounds of political history. His early acquisition of the Hamilton Smith papers, 1825-75 (4 feet),[6] was interesting to them. By advice and counsel to a graduate student and the owners of the Howard Ship Yards and Dock Co., of Jeffersonville, Indiana, he induced the owners[7] to deposit records and papers, 1846-1942 (430 feet), in the spring of 1951. Soon afterwards came the gift of the Cannelton cotton mill records and papers, 1850-1947 (45 feet).[8] These three collections extending over more than a century were naturally considered valuable for many studies in economic, business, technological, social, and political history.[9] In June 1951 interested persons formed an Economic and Business History Group, in which laymen and business and professional men and women would participate.

The group was an important aid to collecting. On December 7, at the thirty-third annual meeting of the Indiana History Conference in Indianapolis, with Joseph Baerncopf, of the George S. Olive Co., presiding, the group presented a well-planned program. It consisted of articles illustrating the practical use of business records; a bibliography of articles, brochures, and books on economic and business history recently published, a number of which were displayed; announcements of projects and studies in progress and of the means provided for carrying them on; and descriptive lists of the manuscripts collections available in Indiana repositories.[10] The Indiana University Library list, especially processed and prepared for use in our own venture, proved effective beyond our hopes and expectations. Eminent business and professional men, of political importance as well, seemed surprised and fascinated. "Well!" exclaimed one, the head of a law firm almost a century old, "I see you have papers of some of my old friends. . . . Let me show you our library and old files. We are crowded for room."

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[6] Mrs. McAdams by inquiry among relatives had considerably enlarged her collection.

[7] Mr. and Mrs. James E. Howard, of Jeffersonville, Ind.

[8] Gift by Lee Rodman, last president of Indiana Cotton Mill, and A. H. Clark, of Bemis Brothers Bag Co.

[9] Wesley C. Mitchell, in his foreword to Shepard B. Clough, *A Century of American Life Insurance* (1946), writes, "Any business that has rounded out a century can make a genuine contribution to the history of its times if it will let some competent writer use its records candidly."

Some of our difficult and prolonged searches were disappointing. A distinguished national political organizer and leader, aged and retired, made no response to our advances. The papers of J. F. D. Lanier, early banker, financier, and railroad promoter, of Madison, Indiana, and the archives of his New York firm — Winslow, Lanier and Co., 1849-1934, founded for the marketing of western railroad bonds — had disappeared. Yet continuing interest in Lanier's contribution to the history of the West in general and Indiana in particular led eventually to the discovery of the State Bank papers and many of Lanier's letters among the Indiana State Archives collection of auditor's records and papers. These and personal papers of Samuel Merrill, contemporary president of the bank, later given to the Smith Library, are in the State Library.

The volumes of Edmund C. Burnett's edition of letters of the members of the Continental Congress, to 1789, had long ago stirred the writer's hope that many more letters and papers of later members of Congress might be found. He persistently searched his way into the heart of Hoosierdom. The going was slow, but progress was made. At Danville, Indiana, for example, when probate records yielded no clues to descendants of James Madison Gregg, Democratic Congressman (1857-59), the writer asked Circuit Judge Horace Lincoln Hanna whether he knew any clue. He did not; but he recalled that his father, John Hanna, a Republican contemporary who had later served in Congress, left papers. Of these,

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[10] For announcements and references to programs and sessions of the group, 1951-53, see *Indiana Magazine of History.*

Judge Hanna deposited a selection of 59 items, 1853-79, including letters by Schuyler Colfax.

Most of the writer's inquiries had to be initiated by mail. Usually the subjects were taken up in their chronological order. It was thought that community interest in the early subjects would be more easily aroused. The first letter in each case stated simply that the history department and the library were seeking a representative of the family; that the individual's correspondence, diaries, and papers, were wanted for writing the history of Indiana's participation in national affairs; and that any information, suggestions, or help would be appreciated. These letters, with a copy of a general circular enclosed, were addressed to carefully selected people, most of whom were long-time members of State and county historical and pioneer societies.

Some answers revealed a sad state of public information and opinion on historical matters: this was the first time any one had asked for the papers; no one had supposed that they would ever be wanted, and it was now too late; or, "none of your business — burned everything before I left Washington."

Only a part of the general inquiry for papers of members of Congress could be completed. Yet the immediate returns justified the effort. Besides the papers of John Hanna, there were received Mrs. Charles Ward Seabury's collection of the papers of her grandfather, Will Cumback (d. 1905), including an unpublished Lincoln letter, dated June 15, 1860, and some Oliver H. P. Morton correspondence; papers of the late Congressmen George W. Rauch and Richard N. Elliott; selected papers of the late United States Senator James A. Hemenway, 1906-21 (1 foot);[11] and some papers of former Congressman Courtland C. Gillen, 1930-33 (1 foot). Other collections were promised.

The attraction of collections in any repository increases with each new acquisition. The full effect of the Indiana inquiry remains to be seen. Such an inquiry should never be given up as not worth while. It should be regularly resumed, especially for the new collections which currently become available.

Mindful of the dictum of Frederick J. Turner that a large region or section is a congeries of smaller ones, the writer lost no opportunity to probe the smaller ones of "the central West" for some of their characteristic historical source materials. In mid-September 1951, he called on Circuit Judge George W. Long, Democrat, of Columbus, Indiana, for suggestions. Judge Long recounted remarkable developments of that section in his time and advised an interview with J. Irwin Miller, Republican. (Democrats and Republicans have a way of living together — not in mere "co-existence" — in Indiana.) Mr. Miller, son of Hugh T. Miller, sometime professor at Butler University and banker in Columbus, had studied history in Germany and at Oxford University, in England. His grandfather Joseph I. Irwin (d. 1910) had been merchant, banker, and promoter of turnpikes, "traction" (interurban) and steam railways, and industries. His uncle, Will Irwin (d. 1943) had made a national reputation as financier and promoter.

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[11] The burning of a summer house had destroyed the voluminous files, but fortunately a selection of interesting items were preserved in the main residence. Of these, George R. Hemenway, son of the Senator, gave 111 items, 1906-21, chiefly letters by A. J. Beveridge, N. M. Butler, J. G. Cannon, W. T. Durbin, E. H. Gary, J. P. Goodrich, Will H. Hays, Frank O. Lowden, Joseph Medill McCormick, H. S. New, Tom Taggart, and John W. Weeks.

J. Irwin Miller, reticent about himself and his family, talked of the achievements of others and suggested visits to certain old-timers. He was much interested in "community" history and in comparative studies on a large scale. He hoped that someone would write a history of the Columbus community. The writer, however, inquired about family and business papers of the Irwin-Miller-Sweeney group and obtained permission to examine those in Mr. Miller's care. Some of the papers were lent to the university library. Later Mr. Miller agreed to facilitate the writing of a history of the Cummins Engine Co., manufacturers of the Clessie Cummins diesel engines for automobiles and trucks. He agreed to suggest to the company that it give a candidate for the doctoral degree access to records and papers and pay his travel expenses, including those of a trip to California to interview Clessie Cummins. Mr. Miller thought that there were other companies in Columbus who might have their histories written.

Responses elsewhere were similar. In northern "lake shore" Indiana, at South Bend, the Oliver family and H. Gail Davis were generous in making available diaries, papers, and writings for a history of The Oliver Chilled Plow Co. The Oliver Corporation of Chicago gave additional materials to the university library. From the Vigo County Historical Society, in western Indiana, came the transfer of a large collection of electric railway papers, both city and interurban, known as the Russell B. Harrison collection. At Evansville, Indiana, the writer found the John E. Iglehart collections of early family business correspondence and of the Southwestern Indiana Historical Society correspondence and papers, ca. 1922-33, including correspondence with the late Frederick Jackson

Turner, which he has permissions to use. A French Lick Springs Hotel request for the writing of its history resulted in gifts and loans of relevant materials and led to a general survey of manuscripts and newspapers in south central Indiana. Raymond Stout, of Paoli, kindly permitted examination and detailed listing of the Quaker records, 1913 to recent dates, and of newspaper files in his care.

Incidentally Mr. Stout suggested a visit to Dr. Arthur F. Bentley, author of works on political science, mathematics, and philosophy. As a result, Dr. and Mrs. Bentley gave selections of the Kerlin family papers (6 feet), and of Dr. Bentley's correspondence and papers (109 feet), not yet open to public use. Mrs. Bentley, formerly of Indianapolis, graciously mentioned the writer's mission to her friends, among them Susan McWhirter Ostrom, who with her two sisters and her brother gave to the library the large and valuable collection of the late Mrs. Felix T. McWhirter's papers relating to many State and national women's organizations, including the Federation of Women's Clubs (23 feet). From Indianapolis came also William P. Hapgood's Columbia Conserve Co. archive, 1910-May, 1953 (150 feet), including records of an interesting employee-ownership venture.[12] Then, in response to an inquiry which someone had forwarded to the proper person, a call came from C. W. ("Mickey") McCarty, editor of the *Indianapolis News* and a trustee of Indiana University. He arranged a conference with Adelaide Fairbanks Causey, the only surviving member of the family of Charles W. Fairbanks, United States Senator and Vice President; and she sent her magnificent collection of the Fairbanks and related papers of more than half a century (126 feet) to the university library. For some time they will be closed to the public.

The inflow of manuscripts requested continues naturally. In the spring of 1954 Mrs. W. Stewart La Rue of Indianapolis, about to move into a new house, asked the university library to take over the Ralston papers, those of her father, Samuel M. Ralston, 1886-1925 ("at least a ton and a half"), and some papers of her mother, late Democratic National Committee member for Indiana. The papers of Governor and United States Senator Ralston are reported to be complete. Senator Ralston, as all readers of American history recall, was author of the law which authorized publication of the *Territorial Papers of the United States.*

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[12] On solicitation by C. K. Byrd, associate director of Indiana University Libraries. The writer, as consultant, supervised the "follow-up" for comprehensive selection and final transfer to the library.

Much has been omitted from this report on "Operation Manuscripts." The writer trusts, however, that enough has been written to encourage and facilitate similar efforts elsewhere in this atomic age to gather and to preserve manuscripts and copies of materials of national historical importance. Indiana alone, during 3 years of consistent effort, has yielded well over 600 linear shelf feet of manuscripts of high average quality and utility. Of the 48 States, one would expect few to yield less and enough others more to maintain the average of 600 each, or a total of 38,800 feet. This in turn would induce much copying of irreplaceable manuscript treasures in the 70 "critical attack areas," and would bring about the construction of repositories in safe places in the country for emergency housing of those treasures. What State can afford not to do what Indiana has done?

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French Archives in Indochina

By ELDON SCOTT COHEN

Silver Spring, Maryland

THE BIRTH of French archival administration in Indochina came in the year 1868, when Admiral de la Grandière, the French governor of Cochinchina, gave precise orders for the collection and classification of dossiers. Succeeding governors continued the practice with varying degrees of emphasis, as the expansion of French interests in the Indochinese Peninsula brought European administrators to the central plain, to the northern delta, and into the hinterland.

The government of Cochinchina, continuing to maintain its initiative in matters archival, reorganized its archives in 1902. The colonial council, on September 29, 1902, adopted the following report:

> The disorder of the documents, of which a great number doubtless will be of inestimable value to the history of the colony, renders all research impossible; moreover, time has gradually destroyed them in the neglected bundles which have been exposed to the humidity of the climate of Cochinchina; and thus, if we are not careful, nothing of the information which they contain will be left.
>
> The Administration has thought that it is time to make a serious examination of these documents, to destroy those among them that would be without interest, to protect the others from threatened destruction, and to classify them, following a rational method that will allow them to be consulted and to be used as much as possible. In a word, it has thought that it is time to create an archives service.

The council then voted 35,000 piasters for the construction of a special 2-floor building to house the archives and the colonial library. Metal boxes were decided on as a precautionary measure for the preservation of the dossiers in the extreme humidity of the colony.

This decision was amplified by the regulation of April 26, 1909, which prescribed further examination and screening of documents and which fixed conditions for the archives' relationship to branches of the administration and to individual researchers.

Meanwhile, in Tonkin, intermittent efforts were being made to organize the collection of dossiers. In 1907 a fine circular on this subject was promulgated in Hanoi, but with little effect. No rule at all was followed in the provinces of the North; and each used its own system, if any. On occasion a determined effort was made; but the records were generally kept in an alphabetical order, which was impractical due to the difficulty of inserting new documents in boxes already full. In the face of the afflux of papers and the impossibility of keeping them in alphabetical order, bundles were left in dark corridors or on the tops of office furniture; sometimes a frustrated clerk would burn the papers without even reading them!

A similar situation prevailed in Annam, where the archives service, established along European lines in 1897, had failed to keep up with its task and had lost control over its documents.

Due to the inconsistency and inadequacy of archival practices then in effect in Indochina, a new start was deemed necessary. Governor General Roume, acting on the suggestion of the Director of L'École Française d'Extrême-Orient, sent to France for a graduate of L'École Nationale des Chartes to study and reorganize the archives of Indochina. However, nothing was done until 1917, when Roume's successor, Albert Sarraut, renewed the request. Finally, in June of that year, an archivist-paleographer arrived in Indochina. This man was Paul Boudet, who for the next 30 years was to be the body and soul of the organization and development of Indochina's archives.

Boudet began his labors by making a detailed inspection of records at the Gouvernement-General and the Résidence Supérieure in Tonkin. His report and its conclusions led to the publication of the regulations of November 29, 1917, and December 26, 1918, which laid the basis for the rational organization of Indochina's archives.

The regulation of November 29, 1917, fixed the conditions for the recruiting and training of personnel for the archives and libraries.[1] The Director was to be chosen from candidates holding the archivist-paleographer diploma, and his immediate assistants were required to have either the same diploma or the degree in arts (*licence es-lettres*). The regulation further defined the role of the archives at Hanoi, which was to constitute the headquarters of the service. A higher supervisory commission (Commission Supérieure de Surveillance) was to be established to assist the Director in his duties and especially to pass on the destruction of documents. The regulation also obliged the secretaries of the local services, charged with maintaining dossiers, to take a course at the Office (Direction) of Archives and Libraries in order to familiarize themselves with methods of classification. This was the beginning of the training of Indochinese archivist-librarians, although a thorough training program along these lines was not undertaken until 1930.

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[1] *Journal Officiel de l'Indochine,* Dec. 29, 1917, pp. 1941-1943.

The regulation of December 26, 1918, was devoted entirely to the organization and administration of the archives.[2] It provided for the establishment of five archives depositories and determined their holdings. The five depositories were the central depository at Hanoi, the depository of the Cochinchinese government at Saigon, the depository of the Résidence Supérieure of Annam at the Imperial City of Hué, the depository of the Résidence Supérieure of Cambodia at Phnom penh, and the depository of the Résidence Supérieure of Laos at Vientiane.

Within 2 years the archival establishment of Indochina took on a new form. The central depot at Hanoi was housed in a new building[3] and the first acquisitions amounted to 180,000 inventoried dossiers, 35,000 bundles still to be opened, and 26,000 registers. Another depository was built near the Royal Palace grounds in Pnompenh. And the archives of Cochinchina and Annam were thoroughly reorganized. Only the administration in Laos failed to carry out some reorganization or development program at this time.

The new regulations required that all administrative records over 20 years old at the colony (or protectorate) level, and all such records over 10 years old at the provincial level, be deposited with the archival establishment. All noncurrent records over 5 years old were likewise to be deposited.

On October 25, 1930, the training of Indochinese archivist-librarians was formalized with the promulgation of two new regulations,[4] one providing for a cadre of archivist-librarians, the other establishing courses for their education in the required techniques. These courses were opened to qualified candidates in 1931 and were successful in making available to the various government services Indochinese youths capable of keeping and classifying records and of maintaining an orderly library. As an aid in the training program, the first manual for Indochina's archivists was written and published in Hanoi in 1934.

Some twenty-odd young assistant archivists were graduated from this training annually, making a significant contribution to the administrative services in the colonial regime. A few of these men subsequently won scholarships for further study in France, and many of them later assumed important roles in both the central and provincial archives establishments.

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[2] *Journal Officiel de l'Indochine,* Jan. 1, 1919, pp. 29-40.

[3] The Central Library was also housed in this building, at 31 Rue Borgnis-Desbordes.

[4] *Journal Officiel de l'Indochine,* Oct. 29, 1930, pp. 3869-3872.

The outbreak of World War II and the Japanese invasion of Indochina put an end to this training. It also frustrated other developments of archival services in Indochina. The withdrawal of a large percentage of the professional French personnel and the shortage of paper for record keeping were important factors. In many instances Japanese, French, and Indochinese officials found it necessary to keep their records on the backs of papers already used, throwing record keeping into complete confusion. Local manufacture of a "rice paper" alleviated the paper shortage for the moment, but it was soon found that this paper cracked easily and was unsuitable for records.

The Japanese occupation also had its effect on institutional records. Much of the documentation of the Oceanographic Institute at Nhatrang on the Annam coast was destroyed, and Japanese troops were barracked on the premises of the Pasteur Institute in Saigon, disrupting normal operations and upsetting what had been — and again became, after World War II — an exceedingly well-kept library and archives.

Since the beginning of hostilities with the Viet Minh in 1947, the archival situation has further deteriorated. For reasons of security the French administration ordered the removal of thousands of dossiers from the regular archives buildings to safer refuges within guarded military compounds.

But, although the French have thus protected the main body of the documentation of their presence in Indochina, provincial and local records have often fallen to the Viet Minh. Especially damaging in this regard is the destruction by the Communists of land registers seized in the cadastral offices of several Tonkinese provinces. The resultant disorder will cast a shadow over rural Tonkin for many years to come.

In July 1954, when the terms of the Indochinese truce were decided, plans were made for the evacuation of records from certain regions about to be transferred to the Viet Minh. In all likelihood the next move will be the shipment of the most important colonial records to the safety of Metropolitan France.

Ancient Archival Depository in Peking[1]

By ARTHUR W. HUMMEL

Silver Spring, Maryland

THIS structure, built in 1534 and known to the Chinese as Huang Shih Ch'eng (Repository for Imperial Archives), stands in a large courtyard, southeast of the Forbidden City, Peking. It is a long rectangular building of brick and stone with a tile roof. Like all important Chinese edifices, it faces south and is encircled by a marble balustrade. Near the center on the south side are three stately arched doorways approached by separate marble stairways. Near the east and west ends, also facing south, are two similar doorways. The three in the center were for the Emperor and high officials, the two on the sides for officials of lower rank. Under the eaves on the north side are 21 large square vents for the free flow of air. Over the central doorway is a massive horizontal tablet with large characters penned by Emperor Chia-ching, who reigned in the years 1522-67. It reads: HISTORIOGRAPHICAL DEPOSITARY.

The building was purposely designed to house two types of historical archives: the official chronicles or "veritable records" (*shih-lu*) of each emperor's reign and edicts — literally "precious instructions" (*pao-hsün*) issued by the emperors on special occasions. The former were compiled by the Historiographical Board during each emperor's reign and were later used as sources for the official dynastic histories. In 1562 there was placed in the building the duplicate set of the monumental 11,095-volume encyclopedia, *Yung-lo ta tien,* which was compiled by order of Emperor Yung-lo in the years 1403-7. Too vast to print, it remained in manuscript. In the period 1723-36 it was transferred to the Hanlin Academy, where later, during the Boxer uprising of 1900, many of the volumes were burned.

After 1644, when the Manchus began their rule, this building continued to house archives, including the Imperial Family's genealogical records, and edicts. Eight elderly Manchu officials were made responsible for the care and preservation of the building and its contents.

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[1] This is a translation, with minor omissions, of an article written in the Chinese language by T. L. Yuan, formerly director of the National Library of Peiping, and published in *T'u-shu-kuan hsüeh chi-k'an* [Library Science Quarterly], vol. 2, no. 3, Sept. 1928. Dr. Hummel was formerly Chief of the Division of Orientalia, Library of Congress.

Inside the building one sees rows of brick-and-stone platforms about 5 feet high ranged along the north, east, and west walls, with steps leading up to them. On the platforms are 161 large chests, their sides deeply carved with the imperial dragon design and their covers made of copper. The chests are arranged in 23 rows, with 7 chests to a row. In the northeast and northwest corners of the hall Dr. Yuan noticed inscribed stone monuments, but because of the darkness of the interior he was unable to read the inscriptions. In the chests were deposited Chinese, Manchu, and Mongol versions of the aforementioned archives — all carefully wrapped in red damask. Though they had been in the chests for many years, Dr. Yuan could detect no signs of moisture or of insects. In the northeast corner of the grounds is an open pavilion sheltering a stone monument in which is a poem, written by Emperor Ch'ien-lung when he visited the site in 1750. It reads as follows:

> Sacred documents handed down from antiquity
> Are safely locked in this venerated place,
> In accordance with time-honored plans.
> The long line of historians who penned them
> Have no occasion to regret their work.
> The officials who now take care of them
> Have each their appointed tasks.
> By attending to the admonitions contained here
> Our descendants will flourish for ten thousand years.
> It was customary for the ancients to wrap their archives,
> Fasten them reverently with clasps of jade,
> And then deposit them in metal chests.
> Let us ponder diligently those that are preserved here,
> And use them as mirrors to examine ourselves.

The building is probably still standing, although when Dr. Yuan was writing, in 1928, weeds grew profusely in its courtyard.

Manuscript Repositories and the National Register[1]

By HOWARD H. PECKHAM

William L. Clements Library
University of Michigan

IN 1946 the American Historical Association appointed a committee on manuscripts, under the chairmanship of Herbert A. Kellar, to work out a plan for a union catalog of manuscript collections. The attitude of the committee was that a paid staff of office and field workers should compile the catalog. Accordingly it drew up a plan involving foundation aid and a 3-year budget of $144,000. In 1947 the committee continued its exploratory work in consultation with numerous scholars and several institutions, chiefly to the end of finding a sponsoring institution to furnish quarters. Several refinements in the catalog were proposed, but the basic plan remained the same: to recommend that the association seek funds from a foundation for compilation of the catalog. The revised budget for a 3-year period was raised to $224,100.

By this time the ardor of the American Historical Association council began to cool. In 1948, rather than adopt the proposal of its committee and face the task of looking for foundation aid, it simply discontinued the committee, filed its report, and suggested to the Society of American Archivists and the American Association for State and Local History that they appoint a joint committee to study the matter of a union catalog. Those two organizations accepted the challenge in 1949 and invited the Library of Congress to be represented by a member. Because the possibility of finding foundation aid seemed remote, the joint committee took a new tack and considered whether a union catalog could be established by the voluntary cooperation of libraries and other manuscript depositories. Such a possibility, however, did not eliminate the necessity of locating the catalog in some institution that would assume the overhead costs and would supply at least a few employees, full time or part time, to compile the information that would be submitted by the participating libraries. Although the American Historical Association's committee had favored a somewhat central geographical location and the University of Kentucky Library had made a tentative bid, the problem was solved at last in 1951 by the generous offer of the Library of Congress to undertake to house and be the headquarters for a national register of historical manuscripts collections. Since then, the joint committee has worked closely with the Library on ways and means.

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[1] Paper read at a joint meeting of the Mississippi Valley Historical Association and the Society of American Archivists at Madison, Wisconsin, April 24, 1954. The National Register is now called the National Union Catalog of Manuscript Collections.

Mr. Land has outlined the steps taken in the Library of Congress first of all to formulate rules for cataloging collections of manuscripts and then to print cards for the collections from copy supplied by participating depositories.[2] Since the Library is ready to take the next step and solicit entries for a union catalog, I should like to bespeak for the project the active participation of libraries, archives, and other institutions.

Is cooperation in creating a union catalog or national register too much to ask?

I think not.

The value and convenience to scholars of a central register of manuscript collections have been mentioned. They are obvious and do not need to be elaborated. Actually, a national register of manuscripts will be more useful to scholars than even the union catalog of printed books. Books usually exist in several copies and are likely to be found by a little searching; there are mighty few unique books. But every manuscript collection is unique; it exists in but one place. The creation of the present union catalog of books in the Library of Congress demonstrates what cooperative effort can do. That catalog is now used not only by scholars but by libraries as well. Similarly a union catalog of manuscripts will serve the institutions that contribute to it.

First of all, it will inform curators and archivists of collections related to those they already possess. Family papers are often divided among descendants, and in our migratory population the parts of a single collection may be a continent apart. If a library in Virginia learns that a private collector in Oregon has some of a collection of which the library has the major part, it may prevail on him to add his portion to the earlier gift. If two libraries discover that each has part of what should be a single collection, they can arrange to make some exchange, either of originals or photocopies.

Apart from these direct discoveries, however, many more libraries are likely to find through the register that additional collections relating to the area of their interest exist in other institutions — information that is lacking today unless learned by accident. Each such library will thus enlarge its reference potential by the referral it can give an inquiring reader. Nothing more may be added to the sum total of existing knowledge, perhaps, but the availability of that knowledge will be tremendously increased as the right person is directed to the right collection.

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[2] See Mr. Land's article in *American Archivist*, 17:195-207 (July 1954).

There is a third advantage arising from this proposed register. It may persuade librarians who are afraid of manuscripts to make a prompt examination of their collections in order to transmit the desired information to the central catalog. There are librarians, I repeat, who are made uncomfortable by manuscripts. The reason may be that their library-science training, in its emphasis on books, has bypassed manuscripts as mysterious bundles to which the orthodox rules will not apply; or that, their public being predominantly a book-seeking throng, the demand for manuscripts is so slight that they can be stuffed in boxes and closets and forgotten; or that, since most of our bibliographies are based on printed works, manuscripts need not be organized for research; or that the extra equipment needed for shelving manuscripts is the flexible item in the budget that can always be withdrawn or postponed. Or there may be some other reason, real or invented. Manuscripts are all too often the stepchildren of the library, ignored because they require some special attention. The call for them to be identified and counted for a national register, with the prospect of a printed catalog, will appeal to parental pride, however, and the stepchildren may yet be dressed and groomed to be paraded in the sun. If I seem harsh toward public librarians, let me add that I think they themselves will admit that they need an incentive like this register to justify giving more attention to manuscripts. The conscientious will respond. The prestige of being represented in the national catalog should be a powerful stimulant.

Inasmuch as the style of entry has been determined, the national register will serve to regularize cataloging procedures in our libraries, especially in small historical society collections. An example in a form adopted after considerable study will be placed before them. The amount and kind of information wanted will be clearly evident. The relative brevity of it will encourage rather than discourage work. Many institutions that have wondered just how to go at the business of describing collections will see that they are not strange and confusing jungles in which it is easy to get lost, but groves that can be laid out with pathways through them. I look for widespread imitation of the proposed register entry in local cataloging, because the form will not challenge the capacity or the time of harried curators.

Librarians should perceive another benefit from participating in the national register. Suppose that they have not cataloged their manuscript collections — if they will do no more than make out a single card for each collection and forward it to the Library of Congress they will receive on printed cards or in the published book catalog a guide to their own collections, useful to them and to their readers. The return on the investment of time will be tremendous. Each library will also be able to have this union catalog in book form under its own roof. At only a small additional expenditure a library may photograph its own particular entries, group them together, and by lithoprint produce a handy guide to its own collections exclusively.

Lastly, I think that the preparation of a national register will serve to set in motion another activity. Many of our historical societies and universities know of the existence of manuscript collections in private hands. Perhaps they have dropped a hint about obtaining those collections as a donation. Perhaps they have put off doing anything, waiting for the right occasion or the proper intermediary. A union catalog will afford them a reason and a motive for taking positive steps toward acquisition. The appeal should not be lost on the private owner, either, when he can get grandfather's papers listed in the Library of Congress' big union catalog.

In this connection perhaps State and county historical societies can reach agreement on the proper depository in their State for manuscripts. As a former State historian, I found many county societies eager to build up collections for local history in their courthouse quarters or in the public library of the county seat. Yet they felt uneasy about soliciting or holding manuscripts. They were aware of the need of special care for manuscripts, and they recognized the value of having a central repository, such as the State historical society library, the university library, or the State library, to which to send them. Many local societies need only encouragement or the promise of safe custody to persuade them to surrender the responsibility of caring for manuscripts. The finality of registering these collections in a union catalog should afford a splendid opportunity for reaching a decision on this matter of centralizing their custody.

These considerations I see as appealing to librarians in the proposed national register. I think they outweigh the few objections that the plan may arouse. Some criticisms may be dismissed as inevitable in a cooperative enterprise. The committee has neatly sidestepped defining a collection by leaving the definition to each contributing library. And why not? If some agency wants to consider 3 letters of George Washington a collection, let it think so. Who is to say that they are less important than 300 letters of Elmer Fudd of Pinhook, Indiana? I am not disturbed by the probability, even the inevitability, that the union catalog will contain entries of uneven quality. That must be expected and accepted; I am sure it applies to the union catalog of books. It will not, however, mar or overshadow the collections described that are currently considered to be of great significance.

I think the committee was wise to insist on the collection as the only feasible unit of entry for historical manuscripts. A register of individual letters and documents is obviously impossible, but even our largest depositories do not have an insuperable number of collections. The proportion may perhaps be illustrated by my own library: we have approximately 200,000 letters, but they form only 300 collections. To make 300 or 600 or 900 cards describing them is not beyond the range of possibility. The listing of collections only will of course prevent the inclusion of miscellaneous lots. Admittedly this is a disadvantage, but the lack of listing for these relatively small groups should not blind us to the great advantage of having the great majority of the manuscript collections over the nation listed in a union catalog.

To me a more serious question is the brevity of the information on the contemplated card. It may be all that a 3 x 5 card can accommodate. I recall, however, that the American Historical Association committee considered a 4″ x 6″ card and finally chose a 5″ x 7″. There is nothing sacred about the 3 x 5 card, even if it has become the standard in book cataloging. It may well be that the present joint committee feels that brevity is absolutely necessary if cooperation is to be induced and has acted on the assumption that a little information is better than none. I am not attracted by the proposal to use more than one card to describe a collection, because if multiple card entries should become the rule, it would be evident that a larger card should have been chosen in the first place. I shall not, however, quarrel about this decision or suggest it as a reason for noncooperation. I too believe that a hint is better than no information. By making the task appear not too formidable and by using the tool most familiar to librarians, the project can best be set in motion.

I hope that the joint committee will soon decide whether a book catalog is to be published. Mr. Land has spoken of printed cards and their availability for purchase by libraries. I believe that the libraries will not be interested in buying cards if a book catalog is in prospect.

No library should get the notion that it must catalog its manuscript collections before reporting them to the national register. That is not necessary and should not be used as an excuse for not participating. So little detailed information is required for the register that it can be culled after a brief examination of a collection. Most of the ten questions read by Mr. Land from the sample cards can be answered from the accessions record. Any descriptive cataloging desired by the owner institution can be done later; it is not prerequisite to contributing to the union catalog.

Self-interest as well as service should invite the participation of libraries. Every one of them has a stake in the national register and will benefit from it, not to mention the scholars for whom it is so clearly a long-wanted tool. The value of the union catalog will increase in geometric proportion to the number of participating institutions, and everyone who may ignore it will reduce its value by more than his fractional relation to the whole number. The union catalog of books has already demonstrated its serviceability. As I said earlier, there is even more reason for creating a union catalog of manuscript collections.

Of course, this will mean a little extra work for libraries, but not only are the benefits to be great but the extra work, I submit, is the obligation of those institutions that have accepted manuscripts for custody. I hope this is not an unorthodox view in library administration. In fact, I will put it more strongly. Librarians and curators owe a positive duty to the materials in their care that takes precedence over their duty to serve readers. Those administrators who have made a fetish of public service and then complain because they are understaffed for organizing some of their materials are confusing the goals of their profession. Librarians are first of all conservationists, who preserve what may easily be destroyed; secondly, they are organizers of this mass of written knowledge, through shelving, binding, classifying, cataloging, and the making of bibliographies and union catalogs; lastly only are they entertainers, civic innovators, and teachers.

Historians and the National Register[1]

By BELL IRVIN WILEY

Emory University

IN MY MORE pessimistic moments I sometimes ask myself the irreverent question: "Why worry about manuscripts?" In this connection I was interested in Mr. Peckham's statement that manuscripts make librarians nervous. I am afraid that manuscripts also make some historians nervous — so nervous, indeed, that they avoid them altogether.

Anyone who has worked extensively with historical manuscripts knows that their use is toilsome, time-consuming, and expensive. Manuscripts on a subject of any breadth are usually scattered over considerable territory. To consult them the scholar either has to leave his family orphaned and impoverished and go it alone on his quest, or he has to take the family along, lodge in boarding houses or third-class hotels, cut corners on food and clothing, and, if fortunate, live a part of the time on the hospitality of friends and relatives and hope and pray that illness "will stay away from my do'." Last but not least, the use of manuscripts, particularly when travel is involved, entails much physical labor, in loading and unloading necessary impedimenta at stops along the way. Why go through all of this suffering?

This question is the more pertinent because books can be written without using manuscripts. Indeed, if one will look over the list of current publications in American history, I think he will find that most of the authors included in that list have made little or no use of manuscripts. Some authors apparently follow the practice of including a few manuscript references in their footnotes in order to impress readers with the scholarly character of their work. Be that as it may, it is a sad fact that a substantial portion of authors in the field of American history never darken the door of a manuscript depository, much less make any extensive use of unpublished materials.

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[1] Paper read at a joint meeting of the Mississippi Valley Historical Association and the Society of American Archivists at Madison, Wisconsin, April 24, 1954. The National Register is now called the National Union Catalog of Manuscript Collections.

If popular appeal is an author's objective, his chance of success seems considerably better if he will stay away from manuscripts, dream up some startling new hypotheses, and descant brilliantly upon them.

One might argue that the historian's best procedure would be to write a "peace of mind" book, make a comfortable stake, and then turn to scholarly writing. If anyone in the audience should think this a worthwhile suggestion, I should like to suggest to him the very promising title: "How to be Happy While Awaiting Hydronization."

Seriously speaking, there is a case for manuscripts, and a good one. I should hasten to say, however, that manuscripts derive no special sanctity from the mere fact of being manuscripts. It is better to use good printed works than poor manuscripts. It is better to make good use of printed works than poor use of manuscripts, however good the manuscripts may be. Amazingly dull and disappointing books can be written after exhaustive study of excellent manuscripts. In using manuscripts, as in exploiting other types of material, the important thing is to know how to read the signs — to know what roads to go down — and to know the meaning of the sources, to know what they add up to.

Another important consideration is the kind of book that the author is trying to write. Bruce Catton's recent biography of Grant, an excellent book in every way, did not require the use of manuscripts. Mr. Catton's objective was a brief readable summary based on existing published knowledge. But Catton's book is a much better volume because of the use that others had made of manuscripts, and especially because of the extensive digging in primary sources that Lloyd Lewis had done.

Manuscripts properly used are unquestionably an asset to most scholarly works in history. They add to the understanding of people and events, especially of people. History deals in large measure with human beings, and I know of no better way of understanding people of past times than through the study of their personal papers and the personal papers of their intimate associates. To be sure, personal papers of many prominent people have been published, but until recently publication was often preceded by screening and polishing. And even now published correspondence and diaries usually represent a considerable degree of selection.

Manuscripts also help the historian to avoid error. One specific example will bear out this point. The editor of a recent two-volume compilation of Civil War documents, which includes only one small manuscript collection, states that the morals of Civil War soldiers were remarkably good; and his implication is that the morals of Johnny Rebs and Billy Yanks were considerably better than those of American soldiers of World War I and World War II. A wide use of manuscript sources, such as soldiers' letters and diaries, medical records, and inspection reports, would have made this editor less certain of the exceptional morality of soldiers of the Civil War. The true picture of the seamy side of soldiering in that war, as in most others, can be had only from unpublished works; for compilers, in preparing letters, diaries, and other original sources for publication, usually have deleted statements reflecting adversely on morals. Uncensored manuscripts of the period indicate that the morals of Civil War soldiers were no better and no worse than those of soldiers of other times. The same is true of their conduct in battle. If one reads only the printed accounts he gets a distorted view of the battle performance of Civil War soldiers, because most of the statements that tell of defection, cowardice, and panic in combat were usually omitted, or at best inaccurately recounted, in unit histories, personal narratives, and official reports. If one wants to get a realistic account of how soldiers behaved in battle he must go to the manuscripts.

Then too, the use of manuscripts is eminently satisfactory to the historian. The reading of personal letters, for example, gives him a sense of closeness to his subject. If he is writing about a soldier he gets acquainted with his hopes and fears, his strengths and weaknesses, and his thought patterns. To him the soldier reveals his innermost and most intimate self.

The user of manuscripts experiences the thrill of discovery. He has the sense of walking over untrodden — and hence holy — ground. He has the satisfying sense of adding to the existing body of knowledge. And finally, he experiences the sheer joy of reading letters and diaries. These personal documents abound in human interest, and the historian who uses them learns to share the experiences of his subject. Through manuscripts he is able to live the history he is writing. In reading a soldier's letters he learns to know the soldier's friends and family, he experiences the excitement of going to war, he feels the enormous tenseness of the baptism of fire, the discomforts of the march, the loneliness and the fun of camp, the devotion to loved ones. And then when his soldier dies in battle, the historian experiences genuine sadness; for, in a sense, he has suffered a personal loss.

In sum, there *is* a case for manuscripts, and these precious documents are worth all of the inconvenience, toil, and impoverishment that their use requires.

How will the national register help the historian? In the first place, the register will help him to find a feasible research topic. A vital consideration is the existence of a substantial and manageable body of pertinent manuscript material. The national register will help a researcher establish the existence or nonexistence of such an unexploited body of material.

In the second place, the register will aid the historian by helping him plan his research travel. The register will tell him where key manuscript collections are located and how extensive they are and will give him an idea of how long he will need to stay at various depositories.

In the third place, the register will help the historian by reducing the expense of research. The register will facilitate photographic reproduction, which will in turn reduce the amount of travel required. And travel is becoming an increasingly formidable obstacle to research. Even the most generous fellowships and grants-in-aid will not meet the expenses incurred for lodging, food, travel, and other necessary aspects of a research program. Few who have not engaged in itinerant research since World War II know how very much the cost has increased in recent years. And unless some means can be found of reducing this cost the effects on scholarly production are going to be very unfavorable.

Then, the register will be of assistance to the historian in that it will reduce the likelihood of his overlooking important collections bearing on the subject of his research.

An incidental benefit of the register will be the influence that it will have in stimulating regional depositories to prepare meaningful catalogs of their own collections. Many depositories, including some of the larger and older ones, do not have comprehensive and easily usable descriptions of their collections. The register may well stimulate directors of these depositories to refine their cataloging procedures and bring their inventories up to date.

Perhaps I can pin down the point that I am trying to make by referring to my own experience in attempting to write a history of the Southern Confederacy. In the research for this history I am trying to locate the personal papers of Confederate notables such as President Jefferson Davis, the cabinet, and the members of the Confederate congress. The congress is one of the obscure quantities of Confederate history. The Southern lawmakers have been generally condemned as inept and inefficient, but no one has taken the trouble to make a thorough investigation of their background, abilities, difficulties, and accomplishments. It seems to me that the digging out and studying of the personal papers of these leaders while they were in congress is indispensable to an accurate estimate of their role in Confederate history. But it is very difficult to locate the personal papers of Confederate congressmen. These legislators numbered more than 260 and their papers are scattered far and wide, from the Huntington Library in California to the Boston Athenaeum. If I could take my alphabetical list of Confederate congressmen to a national register, check it against the card catalog there, and ascertain what personal collections are available, where they are located, and how extensive they are, my research effort would be reduced by many weeks and hundreds of dollars.

Hence, it seems reasonable to hope and believe that a national register will do much to expedite and facilitate historical research and to improve the quality of historical writing.

Now I should like to make a few specific comments on the plan for the register as outlined by Mr. Land.

In the first place the plan makes sense. It makes sense in that it proposes to utilize information which depositories already have at hand. Sensible and practicable also is the scheme of beginning with newly acquired holdings. As collections are accessioned, descriptions of them have to be prepared. It should be very easy for directors to send duplicate descriptions to the Library of Congress for inclusion in the national register.

I am glad to see that the project has as an ultimate objective the inclusion of manuscripts in private possession. I am more convinced than ever that many valuable manuscripts still have not reached public depositories. A good example is the diary of Robert G. H. Kean, chief of the Bureau of War in the Confederate War Department. This manuscript was recently uncovered in Richmond and is being edited by Edward Younger of the University of Virginia. Because of Kean's strategic position he was able to observe at close range the working of the Confederate administration. He received valuable first-hand impressions of Jefferson Davis, the cabinet members, and various congressmen. These observations he confided to his diary, and the manuscript throws valuable new light on characteristics of Southern leaders, military policy, and other important aspects of Confederate administration. Yet this valuable diary had remained in private possession all these years, unknown to historians and unused by them.

Recently I discovered the letters of a Georgia Confederate congressman to his wife, written while he was in Richmond in 1864-65. Letters of Confederate congressmen for this period are exceedingly scarce. The legislator's correspondence tells not only about his congressional activities but also about many details of his life, such as the places where he boarded, the prices he paid for his meals, his impressions of his associates, and the routine of his daily existence. His letters even show that he was reduced to doing his own washing to enable him to live on the relatively low salary paid to a congressman of that time. I think it is reasonable to hope that a national register will help to ferret out and to get into public depositories manuscripts of the type that I have described.

In this connection I suggest that as the project gets under way, individual scholars be solicited through historical journals to send in lists and descriptions of private manuscript collections that they have uncovered in their research. Almost any scholar who does extensive research in manuscripts learns about valuable holdings in private possession and I am sure that he will be glad, barring some restriction, to make known and have included in the national register a descriptive statement about these manuscripts and their location.

I am delighted to see the proposal to include Mexican and Canadian manuscripts in the national register. My study of the Confederacy would be greatly facilitated if I had an inventory of the holdings in the archives of the northern provinces of Mexico.

I hope that a plan may be worked out to include chronological and subject heading classification for the cards in the register. Such a classification, I think, would make the register of far greater use to historians.

All in all, I think the plan excellently conceived and of tremendous potential value to historians. I hope earnestly that the project may be initiated in the very near future.

Reports of State Archivists[1]

By MORRIS L. RADOFF

Maryland Hall of Records

IN THE very earliest years of the *American Archivist* an effort was made to describe State archival institutions, their plants, work, and holdings. I recall, for example, that an account of the Maryland Hall of Records, written by the distinguished first Archivist of Maryland, James Alexander Robertson, appeared in this series.[2] These descriptions, although brief, were quite useful. It was a time when many of us were very young men, entering a new profession for which we had had little or no formal training. There were problems, old and new, whose solutions we did not know (as it turned out no one knew all of them, but at that time we were unaware of it), and we naturally looked to the initiates for guidance.

From time to time in later years, other articles on individual State archives were published in the *American Archivist* and elsewhere. Also, some small part of the program of our annual meetings has been devoted to this subject. In 1951, for example, an opportunity was offered to certain directors of new institutions and new directors of old institutions to report on their accomplishments and their hopes. Although all of this has been useful, it has also been hit-or-miss. If there is any need for this sharing of information among members of the same profession, then some better means of doing it ought to be employed. As it stands now, for the most part, what we have is a group of one-shot reports (to borrow the jargon of records management), without continuity and therefore with little meaning. Could our purpose be accomplished by the development of a medium of communication already known to us in rudimentary form, that is, the annual or biennial report, or must we think of something entirely new?

The difficulty with the annual report is that it has fallen into disrepute. One of the archivists who was asked by the book review editor to send an annual report to the *American Archivist* replied, in part, as follows: "The things which go on at the old-fashioned type of state archives, such as most of the states still have, are almost entirely routine of the most *routine* type. About all there is to report is the number of visitors, the number of letters written, the photostats and certificates furnished." Well, statistics can be drab but in our present imperfect state what better measuring sticks do we know?

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[1] Some months ago the Review Editor persuaded Dr. Radoff to write an article reviewing current annual and biennial reports of State archival agencies. The scope and importance of Dr. Radoff's study is such that it is published here rather than in the review section.

[2] *American Archivist,* 1: 30-32 (Jan. 1938).

Even avowed partisans of the annual report find it necessary to take notice of its sad repute: "Some may regard it as an annual 'headache,' a legal requirement to be fulfilled, or a necessary evil demanding the expenditure of much valuable time at a busy season of the year." [3] Of course, an annual report is a bore! Few know that better than the writer, who is now preparing his nineteenth. And certainly the period following the end of the fiscal year is a busy one, but so are they all if we are honest in our universal complaints about being short-handed.

Mr. deValinger, in his article quoted above, puts emphasis on the value of the annual report as a means of informing the taxpayers of the State how the service they have commanded is being performed. He is not concerned with the problem of informing one's colleagues, and this is the subject in which we are at present interested. He does, however, in the last paragraph of his modest article issue a challenge to those who neglect the rest of us:

> A perusal of the last number of the *American Archivist* reveals that astonishingly few archival agencies of this country have submitted reports to be reviewed in the journal of their Society. It cannot be that those submitted are from the only archival agencies in the country that prepare annual reports. . . . Archival establishments throughout the country are coming into being or maturing with each year. Those administering them are avid for information on the proper methods of procedure. The annual reports of others would be invaluable to these new agencies in making decisions involving the selection of methods and equipment. Let us hope that an increasing number of archivists will prepare their reports and publish them so that the fund of archival knowledge in this country may thus be enriched.[4]

The writer wholeheartedly supports Mr. deValinger's plea. He too did not believe that the *American Archivist* was reviewing all annual reports; and it seemed, therefore, that the problem consisted primarily in stimulating a wider distribution of such reports. This could be done, first, by persuading the authors of these reports to make them available and, second, by calling them to the attention of others in reviews, however brief, in the *American Archivist.* Perhaps, we thought, it might be possible to review them all at once, pointing out what the reviewer felt was noteworthy and disregarding the "entirely routine."

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[3] Leon deValinger, Jr., "Preparation of Annual Reports," in *American Archivist,* 16:161 (Apr. 1953).

[4] *Ibid.,* 163.

Our first problem then was to determine how many reports were issued, in what form they appeared, and at what intervals. The results were startling. There were some few States which did not reply at all, and their silence, no doubt, indicated no report. But even if we disregard this group, there are still nine States confessing to no report of any kind: Arkansas, California, Connecticut, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, and Texas. This list includes the richest and the largest States in the Union, and among them is only one without a recognizable archival agency. The list also includes one of the real pioneers in our work, Connecticut, which has only recently ceased to publish a report.

Almost as inconceivable is the size of the group of reports prepared for internal use only, although, to be sure, a manuscript or typewritten report of this kind is valuable for the writer and for his staff and successors. In this group are the following States: Alabama, Georgia, Louisiana, Minnesota, New Jersey, and Wisconsin.

More useful are the reports of archival agencies which are subsidiary to other agencies. In such cases the report of the archival department is included in the report of the parent agency. The archives report may be long or short — but usually short; it may appear in a separately printed annual or biennial report, in a quarterly or monthly periodical, in the general report of an officer of a historical society; it may be plainly marked or disguised and concealed.

States issuing reports of this category are: Florida, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Nebraska, South Dakota, Utah, Virginia, and Washington.

The most easily accessible and comprehensive reports are issued by those States where the archives is a separate establishment, where the archivist is also director of the museum or other affiliated agency, or, finally, where the archives is joined with, and equal to, one or more other agencies. The following States fall into one or the other of these categories: Arizona, Colorado, Delaware, Maryland, Mississippi, North Carolina, Oregon, South Carolina, Vermont, West Virginia, and Wyoming. These reports are mainly full-length, processed or printed.

Without exception, all reports are issued either annually or biennially. There can be no doubt of the usefulness of biennial reports. This is especially true because in many cases, in practice, they are the most comprehensive reports that we have. The States which issue biennial reports in whatever form are: Arizona, Florida, Georgia, Idaho, Illinois, Iowa, Mississippi, North Carolina, Oregon, Utah, Vermont, Washington, West Virginia, and Wyoming.

The great disadvantage of the 2-year report is obviously the time lag. Often what is reported has occurred 2 or 3 years earlier, depending on how quickly the assembling of material, writing, and printing can be accomplished. The annual report, however, has added value because through it one can be informed of operations that are current or almost so. The States listed below feel that this time advantage justifies the added cost of the annual report: Colorado, Delaware, Indiana, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Minnesota, Nebraska, New Jersey, South Carolina, South Dakota, Virginia, and Wisconsin.

An added advantage of the annual report is that it may more easily be used for comparative purposes; this is especially true because bienniums are not the same in every State. For example, this reviewer now has before him biennial reports for the fiscal years 1950-52 and 1951-53. In the very fluid state of archival and, especially, records management programs today, the difference of a year or two may be of importance.

How valuable are these reports to other archivists? Some are extremely valuable, others are next to worthless. Although their value does not necessarily depend on their length or form, yet in general it may be said that the longer the report and the more independent of the reports of other agencies, the more likely it is to be useful. Whether he intends to or not, the archivist who prepares his own report at length and knows it will be printed or processed and then widely distributed will consider his audience of professionals and write up to them, never forgetting, of course, that he also has important lay readers. On the other hand, if he is writing only for the head of his parent agency, he is more likely not to stress his accomplishments — they are presumably already known — but to pass immediately, in the little space allotted him, to his most pressing needs, which are of course of interest only to him.

All the manuscript reports that we have are prepared for the head of a parent agency, and they are short and concerned almost entirely with local problems and needs. The Department of Archives and History of the State of Alabama reports (1-1/3 pp.) to the trustees on its needs and hopes in the briefest fashion. Obviously, there is regrettably little for other archivists here. The Public Records Supervisor of New Jersey gives us an excellent summary (8 pp.) of the first year of records management work in that State. He also describes a new records center and plans for centralized microfilming. The Archivist of Indiana reports (5 pp., now in manuscript but ultimately to be a part of the State Library's printed report) that excellent progress is being made in the microfilming of newspapers. In the report of the Archivist of Wisconsin (2 pp.) there are some interesting notes on recent accessions and meeting storage space problems. The Minnesota State Archives Commission gives an account (8 pp.) of good work done under the severest handicaps. Perhaps it is unique in its budget cut: $53,000 requested, $21,000 granted.

The printed or processed archival reports included in the reports of parent bodies show much variation in length and interest. In the report of the Florida State Library for 1951-52 archival activities are omitted altogether. Likewise, in the biennial report of the Idaho State Historical Department no mention is made of the archives. In the face of this apparent neglect, it is a pleasure to turn to the January 1953 issue of *Illinois Libraries* for the biennial report of the Archives Division (7 pp. double column). This report easily merits a separate review along with the group of separately printed archival reports, but for the purpose of this summary it will have to suffice to point out that original and important work is reported in records disposal, the use of departmental vaults (a unique arrangement), and the indexing of archival material. The Archivist also notes with satisfaction that plans are ready for the resumption of document rehabilitation.

Unfortunately, the biennial report of the Iowa State Department of History and Archives did not arrive in time for this review. The State Historical Society of Iowa has in its custody some archival materials, but the biennial report of that society does not discuss this phase of its work.

The State Archivist of Kansas is a functionary of the Kansas State Historical Society, and his annual report appears in the spring number of the *Kansas Historical Quarterly*, published by that society. For the year 1952-53 this report (3 pp.) is to be found on pages 52-54. As in every case where the archives are administered by the State historical society, little attention is given them. This very brief report does, however, note the acquisition of important public records. In the annual report of the Secretary-Treasurer of the Kentucky Historical Society the first two sentences are devoted to archival activities (*Register of The Kentucky Historical Society,* January 1953, p. 78).

Archival activities in Massachusetts are conducted within the office of the Secretary of the Commonwealth. In his annual report (p. 12) less than one-half page is used by the Archives Division. Those few sentences give an account of the filing in the Secretary's office of oaths of office, petitions, and other executive papers. Nebraska's archives are administered "as an integral part of the [Nebraska State Historical Society] Library"; the archives report (2 pp.) is found in the *Nebraska History Quarterly,* December 1953, and is only a list of accessions. Of interest to other archivists is the account of how the society moved into new quarters (pp. 289-310).

The South Dakota State Historical Society does not prepare a formal report of any kind on its archival activities; bits and pieces of archival news may be gathered from its monthly *Bulletin.* Although the Utah Legislature made the Utah State Historical Society the official archival agency of the State in 1951, funds were not provided to begin the program until several years later. The program is only now beginning to function, and presumably it will be reported in the *Utah Historical Quarterly* with the annual report of the society. This report even now contains archival news, but dispersed and unmarked.

One of the distinguished members of our profession is the Archivist of Virginia. He directs one of the best operations in the country and he functions in perhaps the best plant. It is all the more to be regretted, therefore, that so little space is devoted to his report (3 pp.) in the *Annual Report of The Virginia State Library.* Those who do not know the Virginia Archives would not get a fair introduction from this report. For other archivists even these few pages are not all useful, because much space is given to the names of persons or organizations sponsoring the rehabilitation of historical records. The microfilm and county records accessions are worthy of special attention.

The Department of Public Institutions administers the archives of the State of Washington, and according to the State Archivist, "As the Archives form such a minor division in the over-all responsibilities of the department, they do not receive much space." As a matter of fact, only two-thirds of the last page (p. 267) is allotted to the "State Archives Report," although contained therein is some useful information about a new but vigorous records management program. There are also some statistics about the quantity of space and the mass of materials now held in the archives.

With only one exception the reports that remain to be noted deserve full reviews in the *American Archivist,* and indeed they have received this attention in the past. They are all full reports, giving details of technical as well as administrative activities. They are included here for the sole purpose of making the catalog of archival reports complete.

Arizona publishes a "Report of the Department of Library and Archives" (12 pp.), which presents in readable form an account of all of its activities for a single fiscal year. Archives are given equal attention with the library, and one gets the impression that the future will be better. The present activities are financed — library and archives — by an appropriation of $40,000 per annum, and however well this sum is spent, other archivists will recognize that the activities can be neither extensive nor complex.

The Archivist of Colorado has known how to get the maximum value from a full-length annual report (20 pp.). She gives a clear, concise picture of all the work of her institution — no one need send her a questionnaire about any phase of it. Her special interests at present are a large newspaper filming project and a vigorous effort to acquire a records center. She includes detailed plans for this admirable building. The reviewer does not think she could buy it for $160,000, but she is in a better position to know. It was gratifying to see that a salary report of our Society's Committee on State Archives was being put to good use in Denver.

For a long time the Public Archives Commission of Delaware has published a full-length annual report of all its activities: archives, records management, museum, and so forth. This report (59 pp. ms.) will be beyond the means of many — it is on good stock and illustrated. Its value, however, lies in the quality of its reporting. Each phase of the Delaware Archivist's work is clearly described, and since the work includes every conceivable function of an archives office there is something in it for everyone. Of special interest this year is the museum and the restoration work, which has been only recently undertaken.

Maryland's archives are controlled by the Hall of Records Commission, which appoints the Archivist; and it is this officer who prepares and publishes the annual report (60 pp.). Again, this is a full-length account that contains details of every phase of archival operations. It is perhaps too detailed; but in this field, it seems to the reviewer, sins of commission are less heinous than those of omission. Along with those of North Carolina and South Carolina, this report furnishes a full breakdown of salaries paid, and since the scale is relatively high, other archivists will find these figures useful. Perhaps the records management laws and plans are of most interest in the report for the fiscal year 1953.

According to the biennial report of the Mississippi Department of Archives and History (30 pp.), too little is being done with the public records, and an expansion of facilities is imperative. On the other hand, good progress is noted in publications, museum work, and historical research. The Director, most recent past-president of the Society of American Archivists, spent most of the biennium in the armed services. His release will no doubt give impetus to the ambitious future program that he outlines in his report.

The most impressive of all the archival reports is the *Biennial Report of the North Carolina Department of Archives and History* (95 pp.). The habit is an old one in that State: this is the twenty-fourth such report. In form, however, it cannot serve as a model because its slick paper and pictures of staff and equipment are, alas!, beyond the means of most of us. Still it is to be admired. This agency has well-established programs in every field of archival and historical science. It conducts a publications program, a museum, a records center. The reporting is done by the heads of the three large divisions, supplemented by a statement of the Director and several appendixes which include full budgetary breakdowns. Profitable reading for all of us!

While the biennial report of the State Archivist of Oregon is printed independently, its extreme brevity (2 pp.) makes it a doubtful member of this group of reports. It contains a description of the duties of the Archivist, an account of various microfilm projects, and a breakdown of the quantity of records kept in the State Archives and elsewhere.

One of the annual reports which no archivist should be without is the *Report of the Historical Commission of South Carolina* for 1952-53 (37 pp.). It is, in the first place, almost unique in its literary quality. It orients the reader in the history of the archives of South Carolina and accounts in detail for procedures, equipment, and program adopted or acquired by the present director. The accomplishments of the last 2 or 3 years will challenge all of us. Those among us who find it difficult to function properly because of the miserably low salaries paid to archivists will be shocked to see how really low salaries are in South Carolina.

The *Biennial Report of the Public Records Commission of Vermont* for 1951-52 (28 pp.) is devoted almost entirely to an account of the genesis and first year's operation of a records management program for that State. It does not seem possible that so much could be accomplished by a staff of three, operating on a budget of $10,000 (1952), but the evidence is here for all to see. An additional item of interest is the plans for the proposed new archives building. These plans have been in existence for a long time now. Could it be that they are a little elaborate for so small a State and that a compromise is in order?

The work of the Department of Archives and History of West Virginia is characterized with disarming candor by the Director in her *Biennial Report* (27 pp.): "Upon consideration of what has been stated so far and upon further examination of the accession list which is to follow it will be noted that the Department . . . is devoting the greater part of its time and attention to the Museum and Library with little or no emphasis being made upon other phases of its archival duties" (p. 9). On the other hand, excellent work is being done in microfilming newspapers and collecting imprints.

The "Archives" section of the *Seventeenth Biennial Report of the State Historical Department, State Archives and State Museum of Wyoming* (22 pp.) is only three pages in length, but since this report is for the biennium 1950-52 and there was no Archivist before 1951, this relative quiescence is not surprising. The same law which created the position of Archivist also gave that officer broad powers in archives and records management. New quarters are also available. It will be interesting to see what vigorous leadership, beginning almost at scratch, can accomplish in the next biennium.

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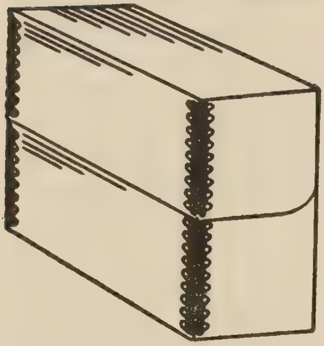

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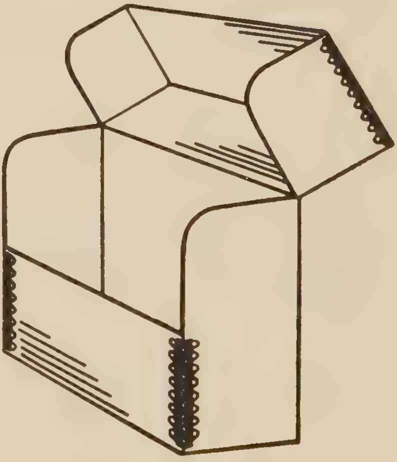

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Writings on Archives, Current Records, and Historical Manuscripts, July 1953-May 1954

By LESTER W. SMITH

National Archives

THIS annual bibliography is the twelfth compiled under the auspices of the Committee on Archival Bibliography of the Society of American Archivists. Its content and chronological scope are indicated in the title. In addition, it includes a few items dated prior to July 1953 but issued after that date or not available earlier for examination. Like its predecessors, it is a selected list of references that does not include unpublished items, edited documents, publications in microfilm, reports of libraries and historical institutions giving but a few lines to manuscript accessions, and items appearing in news notes, unless usually important. This year's bibliography, like last year's, gives records-management and office-management publications somewhat greater attention; foreign publications, considerably less. The latter change has been made possible by the plan of the International Council on Archives to publish annually in its journal, *Archivum*, a selected international bibliography.

The bibliography is classified broadly by subject. An outline of the headings precedes the list. It should be noted that, as in former years, items relating to technical aspects of the use of photography and to the reproduction of research materials are placed in class VIII, while items relating primarily to the use of photography for purposes of original recording and records management are entered in class II A. Class VII B contains, as in former years, certain items relating to United States government document bibliography.

Such cross references as are necessary are provided at the ends of the several sections of the bibliography. The compiler is indebted to Grace Quimby for assistance in compilation and to Eleanor M. Walden for typing the manuscript.

I. General Literature

II. Filing Techniques and Management of Current Records
    A. General Discussion
    B. Machine Techniques in Office Operations and in Information Processing

III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
    A. United States in General and Federal Government
    B. State and Local

- C. Foreign Countries
- D. International Organizations

IV. Buildings and Equipment for Archival and Manuscript Depositories

V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts

VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts

VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids

- A. General Discussion
- B. United States in General and Federal Government
- C. State and Local
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VIII. Application of Photographic Processes to Work With Records and Historical Manuscripts

IX. Service, Use, and Publication of Records and Historical Manuscripts

X. Special Physical Types of Records and Historical Manuscripts

XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Records Officers

I. General Literature

1. [Born, Lester K.] Archives. *Encyclopaedia Britannica.* [Walter Yust, editor-in-chief] Chicago, Encyclopaedia Britannica [c1954] Vol. 2, p. 288-292.
2. Brenneke, Adolf. Archivkunde: ein Beitrag zur Theorie und Geschichte des europaeischen Archivwesens. Assembled and edited by Wolfgang Leesch. Leipzig, Koehler and Amelang, 1953. xix, 542 p. Includes a bibliography.
3. The Care of records by the private owner. By Lord Leconfield, Earl Spencer, and Ivor P. Collis. *Archives,* 2, no. 10: 74-85 (Michaelmas, 1953). Includes appendix, "The care of documents in private muniment rooms," p. 81-85.
4. Crittenden, Christopher. Let's look at manuscripts. *Southeastern librarian,* 3: 41-46 (Summer, 1953). A paper read before the College and University Section, SELA conference, November 1, 1952.
5. Harvard guide to American history. [By] Oscar Handlin, Arthur M. Schlesinger, Samuel E. Morison, Frederick Merk, Arthur M. Schlesinger, Jr., Paul H. Buck. Cambridge, Mass., Belknap Press, 1954. 689 p. The successor to Channing, Hart, and Turner's *Guide to the study and teaching of American history* (1912). Chapters 1-5 are devoted to the methods, resources, and materials of American history. Chapters 6-30 consist of detailed reading lists arranged with reference to historical periods.
6. Masterson, James R., *ed.* Writings on American history, 1949. [Washington, 1954] 636 p. (American Historical Association, *Annual report for the year* 1951, vol. 2. Also published as 82d Cong., 2d sess., *H. Doc.* 267, vol. 2.) Items relating to historiography and allied disciplines are listed on p. 1-5; to lists and descriptions of historical materials, on p. 13-27; and to repositories and custodians of historical materials, on p. 30-37.

7. Munden, Ken. Personal documentation in the cold war. *American archivist,* 17:141-148 (Apr., 1954). A paper read at a meeting of the social studies group of the Alexandria, Va., Branch of the American Association of University Women, February 25, 1953.
8. Noblecourt, André. La protection des objets de musée durant les conflits armés. [n. p., n. d.] 28 p. A paper delivered at the third general conference of the International Council on Museums, July 1953, containing information applicable also to archives and libraries.
9. Parker, Wyman W. How can the archivist aid the researcher? *American archivist,* 16:233-240 (July, 1953). A paper read at the annual meeting of the Society of American Archivists, Lexington, Kentucky, October 27, 1952, discussing the role and responsibilities of the archivist.
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12. Smith, Lester W., *comp.* Writings on archives, current records, and historical manuscripts, July 1952 - June 1953. *American archivist,* 16:321-350 (Oct. 1953).
13. Society of Local Archivists. Local records, their nature and care. Edited by Lilian J. Redstone and Francis W. Steer for the Society of Local Archivists, acting in conjunction with the County Councils Association and the Library Association. London, G. Bell and Sons, Ltd., 1953. 246 p. A handbook covering the character, preservation, publication, and repair of local archives; problems of staff and training; relationship between the archivist and the public; and cooperation with libraries and other organizations. Includes a bibliography.
14. United Nations Educational, Scientific, and Cultural Organization. Les techniques de protection des biens culturels en cas de conflit armé, par H. Lavachery et A. Noblecourt. [Paris, 1954] 222, 48 p. (*Musées of monuments,* VIII). Thoroughly detailed, profusely illustrated, technical descriptions of protective measures recommended, and applied in a number of countries, against war hazards that threaten museum, library, and archival property, movable and immovable. Notes especially specific effects of various kinds of bombs (up to 1952 when this study was completed). Bibliography: p. 215-216.

II. Filing Techniques and Management of Current Records

A. General Discussion

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16. American Management Association. Reports to top management for effective planning and control. New York [1953] 117 p.
17. Argent, C. A. J. Evaluation of typing work. *O & M bulletin,* 8, no. 5:26-32 (Oct., 1953).
18. The Army's Kansas City Records Center. *Office,* 39, no. 5:6-9 (May, 1954).
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20. Bliven, Bruce. The wonderful writing machine. New York, Random House [1954] 236 p. A history of the typewriter.
21. Cadmus, Wesley S. A forms manual, containing some of the basic information

presented in a course of forms standardization and design. Unionville, Conn., c1953. 1 vol.

22. CARBORUNDUM finds microfilming current accounts ends record storage problems. *Office management,* 15, no. 3:36 (Mar., 1954). Describes program of the Carborundum Company of Niagara Falls, N. Y.
23. CINCINNATI is microfilming city records. *American city,* 68:127 (Aug., 1953).
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31. HOLLY, PAUL. Office work measurement makes for more profitable management. *Office,* 39, no. 5:109-121 (May, 1954). The author is manager, Clerical Service Operations, Aldens, Inc., Chicago.
32. HOLMSTROM, JOHN E. Facts, files, and action in business and public affairs. Pt. 2. Filing, indexing, and circulation. London, Chapman & Hall, 1953. 277 p.
33. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Managing property records. [Washington, 1954] 24 p. Proceedings of the meeting of January 15, 1954, at which George Saunders of Federal Supply Service and Francis Hargy of Office of Comptroller, General Services Administration, were the speakers, Arthur E. Young, General Services Administration, presiding.
34. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* The meaning of records management. [Washington, 1954] 22 p. Proceedings of the meeting of February 19, 1954, at which William Oncken of the Army Department, Edmund D. Dwyer of the Navy Department, and Sam Heller of the Interior Department were the speakers, Arthur E. Young of the General Services Administration presiding.
35. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Records management in agency liquidation or reduction. [Washington, 1953] 16 p. Proceedings of the meeting of October 16, 1953, at which Charles F. Fridrich, National Production Authority, Dorothy M. Luttrell, Internal Revenue Bureau, Alice Ritter, Reconstruction Finance Corporation, and Joseph F. Vaughan, Office of Defense Mobilization, were the speakers, Arthur E. Young presiding.
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49. New Jersey. Education Department. State Library, Archives, and History Division. Records retention schedule for municipal and county officers. Trenton [1954?] 4 l. (*Schedule* M C - 1)
50. New Jersey. Laws, Statutes, Etc. Chapter 410, Laws of 1953 (Destruction of public records act). An act concerning the destruction and unlawful possession of public records, revising chapter three of Title 47 of the Revised statutes, and repealing certain statutes relating thereto. [n. p., n.d.] 6 p. An act approved September 18, 1953. Provides for a State Records Committee, consisting of the State Treasurer, the Attorney General, the State Auditor, the Director of the Division of Local Government, and the Head of the Bureau of Archives and History or their designated representatives. The Committee is empowered to adopt regulations for the disposal of records, to approve schedules for systematic retention and disposal, and to approve procedures for microfilming.
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62. Record Controls, *Inc.* Retention and preservation of records, with destruction schedules. [rev. ed.] Chicago [1953] 38 p.
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See also 110, 115, 120, 128, 137, 191, 298, 304.

B. Machine Techniques in Office Operations and in Information Processing

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88. INTEGRATING the office for automation. *Office,* 39, no. 4:66-80+ (Apr., 1954). *Contents.* — H. F. Van Gorder, "Fundamentals of integrated data processing"; H. W. Moore, "Data origination"; James Thomson, "Data calculation and distribution"; L. W. Calkins, "High speed processing"; R. W. Baridon, "Communications."
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90. U. S. STEEL sets up automatic office. Pt. 1-2. *Office management,* 15, no. 3:24-27+; no. 4:19-21+ (Mar., Apr., 1954). Report of a special conference of the American Management Association, February 25-26, 1954, featuring speakers from the Methods Planning Division of United States Steel and outlining a program "to automatize repetitive clerical operations."
91. VERRY, H. R. Rapid selectors. *O & M bulletin,* 8, no. 5:43-46 (Oct., 1953).
92. WARHEIT, I. A. The librarian and the development of machines. *Special librar-*

ies, 44:272-273 (Sept., 1953). Emphasizes the dangers in the unrealistic assumption that operational costs may be based on the theoretical capacity of a machine.

93. Waygren, Edward. Automation: no easy answer. Pt. 1-2. *Office management,* 15, no. 3:32-33+; no. 4:24-25 (Mar., Apr., 1954). The author, vice president, McDonald Bros., Inc., Management Engineers, New York, attempts to analyze cost factors in the use of electronic computers.

See also 202.

III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations

A. United States in General and Federal Government

94. American Historical Association. Annual report for the year 1952. Vol. I. Proceedings. Washington, 1954. 61 p. Of particular interest are the reports of the Executive Secretary (Guy Stanton Ford's final report), p. 9-15; the Committee on the Littleton-Griswold Fund, p. 40; the Committee on Government Publications, p. 40-41; the Committee on Documentary Reproduction, p. 41-47 (including, as Appendix A, "Progress report, as of July 1952, on reproduction of notarial cartularies, Archivio di Stato, Genoa, Italy," p. 43-46; and Appendix B, a report on the microfilming of the greater part of the unpublished *Kataloge, Zettelkataloge,* and *Verzeichnisse* of Austrian collections of manuscripts, incunabula, and early printed books (before 1600), by Professor George B. Fowler of the University of Pittsburgh, the negative film having been deposited in the Library of Congress, p. 47); the Ad Hoc Committee on Historians and the Federal Government, p. 47-48; and the report of the Delegate to the American Documentation Institute, recommending that the Association no longer be represented officially in the Institute, p. 53-54.
95. Ashby, Charlotte M. The Cartographic Records Branch in the National Archives. Special Libraries Association, Geography and Map Division, *Bulletin,* no. 16:6-10 (Apr. 16, 1954).
96. Fitzgibbon, William. President's papers. *New York Times magazine,* Apr. 4, 1954, p. 34. A brief note on the disposition of the papers of the Presidents.
97. Friis, Herman R. W. L. G. Joerg, 1885-1952. Association of American Geographers, *Annals,* 43:255-283 (Dec., 1953). A review of the life and work of W. L. G. Joerg, for many years Chief of the Cartographic Records Branch of the National Archives.
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99. Grover, Wayne C. National Archives and Records Service. *The Americana annual,* 1954. (New York, Americana Corp. [1954]), p. 480.
100. Grover, Wayne C. The National Archives at age 20. *American archivist,* 17:99-107 (Apr., 1954). A paper read at the joint session of the American Historical Association and the Society of American Archivists at Chicago, December 29, 1953. Also published separately (Washington, 1954. 8 p.).
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102. Kent, John L. Safeguarding the Nation's historical documents. *American mercury,* 78, no. 363:47-48 (Apr., 1954). A short article on the National Archives.
103. Lewinson, Paul. The archives of labor. *American archivist,* 17:19-24 (Jan., 1954). A report by the chairman of the Committee on Trade Union Archives

of the Society of American Archivists, describing the present status of information concerning records relating to organized labor and indicating the Committee's hope to make available for publication an extensive list of archival and manuscript materials relating to labor.

104. MANUSCRIPT SOCIETY. Manuscript collectors directory. New York, 1953. 100 p. An alphabetical listing of private collectors, dealers, private institutions, and public depositories, followed by a geographical listing and a classified listing of special fields.

105. MELINAT, CARL H. Library and archive workers. *Library journal,* 78:1296-1297 (Aug., 1953). Contains classification and salary data (for employees of the Federal Government) abstracted from the U. S. Bureau of Labor Statistics *Bulletin* no. 117, *Federal white-collar workers: their occupations and salaries,* June 1951 (1953).

106. RAIDING the White House files; papers sold, burned, hidden, given to the world. *U. S. news and world report,* 35, no. 22:29-31 (Nov. 27, 1953). Describes briefly the disposition of the papers of the Presidents.

107. SABBE, ÉTIENNE. Les archives des États-Unis d'Amérique. *Archives, bibliothèques, et musées de Belgique,* 24:183-214 (1953). A general survey of the archival situation in the United States, by the Conservateur des Archives de l'État à Anvers.

108. SOCIETY OF AMERICAN ARCHIVISTS. Reports for the year 1952-1953. *American archivist,* 17:83-96 (Jan., 1954).

109. U. S. CONGRESS. HOUSE. APPROPRIATIONS COMMITTEE. Independent offices appropriations for 1955. Hearings . . . 83-2. Pt. 2. Office of Defense Mobilization, General Services Administration, Veterans' Administration. Washington, 1954. p. 1175-2036. Hearings on the National Archives and Records Service appear on p. 1617-1645.

110. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. Independent offices appropriations, 1955. Hearings . . . 83-2. Washington, 1954. 945 p. Discussion of microfilming studies and of legislation to vest in the General Services Administration control over all Government microfilming operations appears on p. 248-250.

111. U. S. INTERDEPARTMENTAL COMMITTEE ON PROTECTION OF CULTURAL PROPERTY. Explanations of the proposed U. S. revision of the convention for the protection of cultural property in the event of armed conflict. [Washington, 1953?] 18 l. Relates to the item listed directly below.

112. U. S. INTERDEPARTMENTAL COMMITTEE ON PROTECTION OF CULTURAL PROPERTY. Recommended revision of [Unesco] CL/717 annexes, December 1953. Annex I. Draft convention for the protection of cultural property in the event of armed conflict. Annex II. Draft regulations for the execution of the convention for the protection of cultural property in event of armed conflict. [Washington, 1953?] 35 l. The proposed United States revision of the Annexes to Unesco Circular letter no. 717, prepared for presentation at the conference at The Hague, Spring 1954.

113. U. S. NATIONAL ARCHIVES. The National Archives, Washington, D. C. [Washington, 1953] Folder. A folder describing the functions of the National Archives. Illustrated.

114. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. Annual report on the National Archives and Records Service, from the annual report of the Administrator of General Services for the year ending June 30, 1953. Washington, 1954. 25 p.

115. U. S. SELECTIVE SERVICE SYSTEM (1948-). Annual report for the fiscal year 1953. Washington, 1954. 115 p. Discusses the records program of the System on p. 47-49. Appendixes 27 and 28, p. 106-107, provide information on the reference-service workload.

116. U. S. TREATIES, ETC. Release of German libraries and properties in Italy. Agree-

ment between the United States of America and other Governments signed at Rome April 30, 1953, entered into force May 1, 1953. [Washington, 1954] 3 p. (*Treaties and other international acts series,* 2785).

See also 18-19, 27, 35-36, 63, 77, 166, 191, 209, 234, 289, 318-319, 329, 336.

B. State and Local

117. BURTON, PATRICIA O. Clarence Monroe Burton, Detroit's historian; a biographical sketch. Detroit, Burton Abstract & Title Co. [1953] 77 p. A sketch of the founder of the Burton Historical Collection of the Detroit Public Library.

118. CLARK, STANLEY. Grant Foreman. *Chronicles of Oklahoma,* 31:226-242 (Autumn, 1953). A biographical sketch of Grant Foreman (1869-1953), historian, member of the Board of Directors of the Oklahoma Historical Society, and a key figure in promoting the Federal legislation authorizing the transfer of the records of the Five Civilized Tribes to the Oklahoma Historical Society in 1934.

119. DRAPER, LYMAN. Lyman Draper's account of lost western manuscripts. Edited by William B. Hesseltine and Larry Gara. Historical and Philosophical Society of Ohio, *Bulletin,* 11:192-204 (July, 1953).

120. GEORGIA. LAWS, STATUTES, ETC. Georgia laws governing archives, history; records disposition, retention, control, and management; photostatic and photographic copies and microphotography in State and county government. Ben W. Fortson, Jr., Secretary of State. Comp. by Mrs. Mary Givens Bryan, State Historian and Director, Department of Archives and History. Atlanta, 1953. 47 p.

121. HAFEN, LEROY R. History of the State Historical Society of Colorado [1880-1950]. Pt. 1-3. *Colorado magazine,* 30:161-185, 283-310; 31:37-68 (July, Oct., 1953; Jan., 1954). Contains information on the growth and nature of the Society's manuscript collections.

122. HEIGES, GEORGE L. Lancaster County remembers. *Pennsylvania history,* 21:63-66 (Jan., 1954). The president of the Lancaster County Historical Society sketches the history of the Society, which has manuscript collections in custody.

123. HENRY E. HUNTINGTON LIBRARY AND ART GALLERY, *San Marino, Calif.* Twenty-sixth annual report, July 1, 1952 - June 30, 1953. San Marino, 1953. 31 p.

124. HESSELTINE, WILLIAM B. Lyman Draper and the South. *Congressional record,* 99, no. 149:A5429-A5434 (Aug. 14, 1953). Reprinted from the *Journal of southern history,* 19:20-31 (Feb., 1953) as an extension of remarks by Congressman Charles Raper Jonas of North Carolina, in recognition of the Draper centennial celebration to occur early in 1954. Includes also Hesseltine's "Lyman Copeland Draper, 1815-91," reprinted from the *Wisconsin magazine of history,* 35:163-166, 231-234 (Spring, 1952) as an extension of remarks by Congressman Glenn R. Davis of Wisconsin.

125. HESSELTINE, WILLIAM B. Pioneer's mission; the story of Lyman Copeland Draper. Madison, State Historical Society of Wisconsin, 1954. 384 p.

126. HESSELTINE, WILLIAM B. The return of Louisiana documents. *Library quarterly,* 23:284-286 (Oct., 1953). Describes efforts in 1878 by Lyman C. Draper to return to the Louisiana Historical Society certain documents that had been seized during the firing of the Louisiana State House at Baton Rouge during the Civil War and subsequently presented to the State Historical Society of Wisconsin.

127. HORN, JASON. Archives of Hawaii. *Paradise of the Pacific,* 65, no. 9:22-23 (Sept., 1953). A brief abstract of an article published in the *American archivist,* 16:105-114 (Apr., 1953). Includes photographs of new Public Archives building, completed in July 1953.

128. HORN, JASON. Municipal Archives and Records Center of the City of New York. *American archivist,* 16:311-320 (Oct., 1953).

129. INDIANA HISTORICAL SOCIETY. LIBRARY. Annual report for 1952. Indianapolis,

1953. [23] p. Annual report on the William Henry Smith Memorial Library, including description of manuscript accessions.

130. MANUSCRIPT collecting by local societies. *Wisconsin magazine of history,* 36: 245-246 (Summer, 1953). A short note on the regional depository system for manuscripts being established by the Wisconsin State Historical Society, using State colleges and public libraries in each district.

131. MARYLAND. HALL OF RECORDS. Eighteenth annual report of the Archivist of the Hall of Records, July 1, 1952, through June 30, 1953. [n. p., n. d.] 60 p. Includes the text of the Records Management Act (Chapter 436), passed during the 1953 session of the General Assembly to implement the State's records-management program.

132. NORTH CAROLINA. STATE DEPARTMENT OF ARCHIVES AND HISTORY. The first half century, the North Carolina Department of Archives and History; a record of achievement, 1903-1953. [Raleigh, 1953] 26 p.

133. OLSON, JAMES C. The Nebraska State Historical Society in 1953. *Nebraska history,* 34:289-303 (Dec., 1953). The report on the Library and Manuscript Division appears on p. 300-302.

134. OVERMAN, WILLIAM D. The Firestone Archives and Library. *American archivist,* 16:305-309 (Oct., 1953).

135. PETERSEN, WILLIAM J. The State Historical Society of Iowa, 1951-1953. *Iowa journal of history,* 51:193-210 (July, 1953). The report on the Library, p. 201-207, includes description of manuscripts on microfilm.

136. ROGERS, JAMES G. President's annual report, State Historical Society of Colorado. *Colorado magazine,* 31:1-18 (Jan., 1954). Activities relating to historical manuscripts and State archives are described on p. 10-11 and 17, respectively.

137. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON STATE ARCHIVES. 1952-1953 survey of laws governing archives and records management in the forty-eight States. [n. p., 1953] 18, [2] l. Prepared by Mrs. Mary Givens Bryan, Director, Georgia Department of Archives and History.

138. SOCIETY OF AMERICAN ARCHIVISTS. COMMITTEE ON STATE ARCHIVES. Report on the survey of salaries of State archivists — September 1953. [n. p., 1953] 1 l. Prepared by Morris L. Radoff, Archivist of Maryland.

139. STROUPE, HENRY S. The North Carolina Department of Archives and History — the first half century. *North Carolina historical review,* 31:184-200 (Apr., 1954).

140. VIRGINIA. STATE LIBRARY. Report for the year ending June 30, 1953. Richmond, 1953. 15 p. The report of the Archives Division appears on p. 8-10.

141. WISCONSIN. STATE HISTORICAL SOCIETY. Proceedings, one hundred and sixth year of the Society. Madison, 1953. 96 p. Reports on the Archives Division appear on p. 14-15 and 85-86.

142. WISCONSIN. STATE HISTORICAL SOCIETY. Proceedings, 1952-1953. Madison, 1953. 48 p. Covers the 107th year of the Society's operations. The report of the Archives Division appears on p. 27-30; of the McCormick Collection, on p. 35-36; and of the Director on p. 5-13.

143. WOOD, RICHARD G. Richard Bartlett, minor archival prophet. *American archivist,* 17:13-18 (Jan., 1954). Describes the efforts of Richard Bartlett (1792-1837) of New Hampshire to rouse the conscience of State and Federal records keepers of his time to the importance of their responsibilities.

See also 40, 45-46, 48-50, 52, 186, 236, 250, 280, 299, 315, 321, 338.

C. Foreign Countries

144. BIELIŃSKA, MARIA. Dzialalność naczelnej dryrekcji archiwów państwowych w latach 1950 i 1951. *Archeion,* 21: [219]-225 (1952). Annual report on the activities of the Head Office of the State Archives. Discusses the acts and regulations of 1950-51, which provided the basis for a new organization of the archival service in Poland.

145. Black, Clinton V. The archives of Jamaica. *Caribbean quarterly*, 3:130-135 (Dec., 1953).

146. Brańska, Eugenia. Dzialalność archiwów państwowych w latach 1950-1951. *Archeion*, 21: [226]-241 (1952). Report on the activities of the State Archives, including organization of new district archives, large-scale reorganization of old collections, the accumulation and cataloguing of materials for Polish history, and their preparation for publication.

147. British Records Association. Twenty-first report of Council, accounts, and list of members for the year ending 31 August 1953. [n. p.] 1953. 30 p.

148. British Records Association. Records' Preservation Section. Report for the year 1952-53. [n. p., n. d.] 6 p.

149. British Records Association. Records' Preservation Section. The smaller muniment room and its use by searchers. [n. p., Apr., 1953] [2] p. (*Memorandum* no. 15). Includes "Rules for the muniment room." Also published in *Archives*, 2, no. 10:96-97 (Michaelmas, 1953).

150. Canada. Public Archives. Report for the year 1952. Ottawa, 1953. 39 p.

151. Great Britain. Historical Manuscripts Commission. Bulletin of the National Register of Archives. No. 4. 1953. [London] H. M. Stationery Office, 1953. 47 p.

152. Great Britain. Public Record Office. 114th report of the Deputy Keeper of the Records. London, 1954. 30 p. Covers the year 1952.

153. Hague. Archief der Gemeente. Verslag over het jaar 1952. 's-Gravenhage [n. d.] 6 p.

154. Hill, Roscoe R. Latin American archivology, 1951-1953. *Hispanic American historical review*, 34:256-279 (May, 1954).

155. India. Historical Records Commission. Proceedings. Vol. 30. Pt. 2. Hyderabad, February 1954. [Delhi, Manager of Publications, 1954] 160 p. Papers read at the thirtieth meeting, Hyderabad, February 1-3, 1954.

156. India. National Archives. National Archives of India, 1948-1952; a quinquennial review. [New Delhi, 1954?] 54 p.

157. Ireland. Public Record Office. Fifty-eighth report of the Deputy Keeper. Dublin [n. d.] 119 p. Covers the period 1931-50.

158. L'Istituzione dell'Archivo Nazionale d'Italia. *Archivi*, 2d ser., 20:341-342 (1953).

159. Jamison, C. The work of the Records Preservation Section of the British Records Association. *Indian archives*, 7:29-40 (Jan.-June, 1953).

160. Lambert, Jules. La revue "Archives, bibliothèques, et musées de Belgique" de 1923 à 1952. *Archives, bibliothèques, et musées de Belgique*, 24:79-86 (1953).

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162. Lodolini, Elio. I bilanci degli Archivi di Stato negli ultimi cento anni (I). *Notizie degli Archivi di Stato*, 13:67-81 (May-Aug., 1953).

163. London. University. Institute of Historical Research. Thirty-second annual report, 1 August 1952 - 31 July 1953. [n. p., n. d.] 21 p.

164. Mauritius. Archives. Annual report for the year 1952. Port Louis, Mauritius, 1953. 29 p.

165. Millares Carlo, Agustín. Notas bibliográficas acerca de archivos municipales, ediciones de libros de acuerdo y colecciones de documentos concejiles. Madrid, Dirección Servicio de Publicaciones del Ministerio de Educación Nacional, 1952. 172 p.

166. Mugridge, Donald H. The episode of the misplaced Commission records, 1872. *American archivist*, 17:47-49 (Jan., 1954). Relates to records of the British Commissioners under Article 7 of the Treaty of 1794.

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168. Nova Scotia. Public Archives. Report for the year 1952. Halifax, 1952. 66 p.

169. Pakistan. North-West Frontier Province. Central Record Office. Report for the year 1951-52. Peshawar, 1953. 9 p.

170. Pugh, R. B. The future of the Public Records Office Acts. *Indian archives,* 6: 21-23 (Jan.-Dec., 1952).

171. Ramm-Helmsing, Herta von. Schicksal, Verbleib und Organisation der östdeutschen Archive im Rahmen der polnischen Archivgesetzgebung (II. Teil). *Der archivar,* 6: cols. 209-234 (Dec., 1953).

172. Roden, Günter v. Archivverordnungen und -richtlinien im Gebiet der Deutschen Bundesrepublik. A. Verordnungen und Richtlinien zum staatlichen Archivwesen und zur landschaftlichen Archivpflege von 1945 bis 1953. *Der archivar,* 7: cols. 29-50 (Mar., 1954).

173. Salavert Roca, Vicente. Formacion de archivos historicos provinciales (notas y sugestiones). *Revista de archivos, bibliotecas y museos,* 59: [71]-83 (1953).

174. Scotland. General Register House. Annual report of the Keeper of Records of Scotland for the calendar year 1953. Edinburgh, 1954. 11 p.

175. Somerset, Eng. County Council. County Records Committee. Report, 9th December 1953. [n. p., n. d.] 1 p.

176. Somerville, R. Local records: work of the British Records Association. Library Association, *Record,* 55:215-216 (July, 1953).

177. South Australia. Libraries Board. Annual report, 1st July 1952, to 30th June 1953. Adelaide, 1954. 11 p. The report of the Archives Department appears on p. 8.

178. Sweden. Riksarkivet. Meddelanden för åren 1951-1952. Stockholm, 1954. 222 p.

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180. Wójcik, Zbigniew. Uwagi archiwisty o Archiwum Koronnym Warszawskim. *Archeion,* 22: [88]-102 (1954). On the Diplomatic Archives of the former Rzeczpospolita of Poland, known as the Warsaw Crown Archives, constituting a problem for "reorganizing" and inventorying.

181. Zionist Organisation. Zionest Central Archives. The Central Zionist Archives. Jerusalem [1954?] 19 p. Describes the history, organization, and functions of the Archives. "List of archives and collections of documents kept in the Central Zionist Archives," p. 13-16.

See also 3, 116.

D. International Organizations

182. International Congress on Archives. *2d, The Hague,* 1953. Liste des membres (arrêtée le 10me juin 1953). La Haye, 1953. 32 p.

183. International Congress on Archives. *2d, The Hague,* 1953. Reports. The Hague, 1953. 95, 9 p. *Contents.*—I. Uniformity of archival terms, by H. Hardenberg. II. Archives and documentation, by C. Tihon. III. Archives and the history of art, by Riccardo Filangieri di Candida Gonzaga. IV. Historical museums of records, by Régine Pernoud. VI. Communication with displacement of documents, by Wayne C. Grover. [V. Training of archivists, by Hilary Jenkinson, issued separately].

184. The Second International Conference on Archives. *Archives,* 2, no. 10:94-95 (Michaelmas, 1953). A summary report on the meeting.

185. Van Schreeven, William J. The International Congress on Archives, 1953. *American archivist,* 17:37-45 (Jan., 1954). Report on the Second International Congress on Archives at The Hague, June 14-21, 1953.

See also 8, 14, 111-112, 290, 350.

IV. Buildings and Equipment for Archival and Manuscript Depositories

186. Crittenden, Christopher. The Carolina charter case. *American archivist,* 17:

110 (Apr., 1954). Describes a case designed for the display of the Charter of Carolina, 1663, granted by Charles II to the eight Lords Proprietors. Illustrated.

See also 8, 14.

V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts

187. The Economics of collecting. *Manuscripts,* 6:76-80 (Winter, 1954). Three expressions concerning the disposition of records, presented in anticipation of the discussion of the subject at the annual meeting of the Manuscript Society to be held in New Haven in May 1954. "The first consists of information derived from publications of the National Archives on the disposition of federal records. The second comprises a statement by Christopher Crittenden, Director of the North Carolina Department of Archives and History, on 'Records Disposal by the States.' The third is a summary by David O. Ives in the *Wall Street Journal* for September 18, 1953, (reprinted by permission) of an address by Emmett J. Leahy on the management of business records."
188. Gersack, Dorothy H. Disposal of records of the U. S. courts. [n. p., n. d.] 6 l. A paper read before the Federal Court Clerks' Association at its twenty-fifth annual convention, Denver, Colo., August 10, 1953, with accompanying discussion.
189. Mundell, N. Harold. Transfer of inactive court records to the Federal records centers. [n. p., n. d.] 6 l. A paper read by the Deputy Regional Director, Records Management Service, General Services Administration, Denver, Colorado, before the Federal Court Clerks' Association at its twenty-fifth annual convention, Denver, Colo., August 10, 1953.
190. Sweet, Forest H. Economics of collecting. *History news,* 8:35-36 (July, 1953). Discusses the sources of manuscripts for dealers and collectors as affected by the authorized destruction of records by businesses and archival agencies.
191. U. S. Congress. Senate. Government Operations Committee. Activities of the Senate Committee on Government Operations; report. Eighty-third Congress. Washington, 1954. 14 p. (83-2, *S. Rept.* 852). Lease-purchase agreements are discussed on p. 7-8, and *S.* 2505 is discussed on p. 11-12, a bill to amend the Federal Records Act to provide authority for emergency disposal of records and for contractors to destroy war contract records.

See also 45, 54, 62.

VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts

192. Bracey, P. and F. Barlow. Urea-formaldehyde resin as a vehicle for semi-permanent insecticidal and fungicidal coatings on bookbindings and book cases. *Journal of documentation,* 9:157-168 (Sept., 1953).
193. Hughes, A. W. McKenny. Protection of books and records from insects. *Indian archives,* 7:41-43 (Jan.-June, 1953). Author is principal scientific officer, Department of Entomology, British Museum.
194. Kishore, Ranbir and O. P. Goel. Preservation of pencil writing. *Indian archives,* 6:34-35 (Jan.-Dec., 1952).
195. Kremer, Alvin W. The preservation of wood pulp publications. *College and research libraries,* 15:205-209 (Apr., 1954). Describes the sizing, silking, tissue, lamination, and "print transfer" processes.
196. Labarre, E. J. Dictionary and encyclopaedia of paper and papermaking, with equivalents of the technical terms in French, German, Dutch, Italian, Spanish & Swedish. 2d ed., rev. and enl. Amsterdam, Swets & Zeitlinger, 1952. 488 p.

Also published in London by the Oxford University Press. Includes a bibliography, p. xi-xx.

197. LANGWELL, W. H. The permanence of paper records. Library Association, *Record,* 55:212-215 (July, 1953). Relates to the embrittlement of paper and its causes: the presence of metallic impurities in the paper, together with the presence of sulphurous impurities in the atmosphere.

See also 14, 333.

VII. ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS, INCLUDING PUBLISHED FINDING AIDS

A. General Discussion

198. ASKLING, JOHN. Words at work. *Library journal,* 78:1879-1882 (Nov. 1, 1953). An article on indexing techniques.

199. EAST, SHERROD. Describable item cataloging. *American archivist,* 16:291-304 (Oct., 1953). Describes the cataloging system employed in the Departmental Records Branch of the Adjutant General's Office.

200. GULL, C. D. Alphabetic subject indexes and coordinate indexes: an experimental comparison. *College and research libraries,* 14:276-281 (July, 1953). Published also as *Technical report* no. 5, by Documentation, Inc., Washington, D. C.

201. JILLSON, WILLARD R. The indexing of historical materials. *American archivist,* 16:251-257 (July, 1953). A paper read at the annual meeting of the Society of American Archivists, Lexington, Ky., October 27, 1952.

202. TAUBE, MORTIMER. Studies in coordinate indexing, by Mortimer Taube and associates. [Washington, D. C.] Documentation, Inc., 1953. 110 p. *Contents.* —Theory and practice of documentation; The functional approach to bibliographic organization; Specificity in subject headings and coordinate indexing; Unit terms in coordinate indexing; The choice of terms for a uniterm coordinate index; Alphabetic subject indexes and uniterm coordinate indexes; Classification and categorization in information systems; Logical structure of coordinate indexing; Substitutes for the card catalog; Evaluation of information systems for report utilization.

See also 334-335.

B. United States in General and Federal Government

203. BUREAU OF RAILWAY ECONOMICS, *Washington, D. C.* LIBRARY. Railroads in defense and war, a bibliography. Comp. by Helen R. Richardson, reference librarian. Washington, D. C., 1953. 262 p. A bibliography covering the period 1828-1953, and listing a few items in the National Archives and a few manuscript items in other repositories. International in scope.

204. BURR, NELSON R. Sources for the study of American church history in the Library of Congress. *Church history,* 22:227-238 (Sept., 1953). Describes published materials, manuscript materials, and photographic reproductions of foreign archival materials.

205. EASTIN, ROY B. Central indexing and distribution of U. S. Government documents. *College and research libraries,* 15:33-37 (Jan., 1954).

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221. U. S. Federal Records Center, *St. Louis, Mo.* Personnel records of the Department of State. St. Louis, Mo., 1954. 56 l. (Reference Service Branch, *Monograph* no. 7).

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See also 101, 279, 282, 285-286, 289, 296-297, 301-302, 311.

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254. Russell, John R. The William E. Werner Collection. University of Rochester, Library, *Bulletin,* 9:21-28 (Winter, 1954). Describes the Library's collection of books and manuscripts of Judge William E. Werner (1855-1916).

255. Smith, Dwight L. The problem of the historic Indian in the Ohio Valley: the historian's view. *Ohio State archaeological and historical quarterly,* 63:172-180 (April, 1954). Includes mention of library and archival materials and collections.

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258. Swarthmore College, *Swarthmore, Pa.* Peace Collection. Checklist of the Jane Addams papers. [n. p., n. d.] 4 l.

259. Wade, Louise C. The Graham Taylor collection. Newberry Library, *Bulletin,* 3:109-121 (Oct., 1953). Describes the papers, recently presented to the Newberry Library, of Graham Taylor (1851-1938), founder of the Chicago Commons Settlement House.

260. West Virginia. University. Division of Documents. Fifth report, 1952-1953. Collection of West Virginia history. Morgantown, 1953. 45 p. (*Bulletin,* ser. 54, no. 4-3).

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See also 40, 121, 129, 134-135, 280, 295, 299, 300, 337-340, 347.

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263. Canada. Public Archives. Manuscript Division. Inventaire provisoire. Fonds des manuscrits no. 2, Archives de la Marine; no. 3, Archives Nationales; no. 4, Archives de la Guerre, Paris. [Ottawa, 1953] 34 p.

264. Canada. Public Archives. Manuscript Division. Preliminary inventory. Record group 1, Executive Council, Canada, 1764-1867. [Ottawa, 1953] 28 p.

265. Canada. Public Archives. Manuscript Division. Preliminary inventory. Record group 4, Civil and Provincial Secretaries' offices, Canada East, 1760-1867. Record group 5, Civil and Provincial Secretaries' offices, Canada West, 1788-1867. [Ottawa, 1953] 25 p.

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267. EXHIBITIONS in Coronation year. *Archives,* 2, no. 10:70-73 (Michaelmas, 1953).

268. GIFFORD, DAPHNE H. The coronation in the public records. *Archives,* 2, no. 10: 65-69 (Michaelmas, 1953). Describes the Exhibition of Coronation Records in the Public Record Office.

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271. KELLEY, A. R. The archives of the Church of England in the Diocese of Quebec. *Bulletin des recherches historiques,* 49:91-104 (Apr.-June, 1953).

272. LAGUÍA, CÉSAR T. Catálogo de los pergaminos, y documentos insertos en ellos, existentes en el Archivo de la S. I. Catedral de Teruel. Teruel, 1953. 421 p.

273. MEILINK-ROELOFSZ, M. A. P. A survey of archives in the Netherlands pertaining to the history of the Netherlands Antilles. *De West-Indische Gids,* 35:1-38 (Apr., 1954).

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275. NEW ZEALAND. INTERNAL AFFAIRS DEPARTMENT. ARCHIVES DIVISION. A guide to the Dominion Archives. Wellington, 1953. 27 p.

276. NEW ZEALAND. INTERNAL AFFAIRS DEPARTMENT. ARCHIVES DIVISION. Preliminary inventory no. 2. Archives of the New Zealand Company. Wellington, 1953. 16 p.

277. NEW ZEALAND. INTERNAL AFFAIRS DEPARTMENT. ARCHIVES DIVISION. Preliminary inventory no. 3. Archives of the Army Department. Wellington, 1953. 16 p.

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See also 94, 151, 154, 180-181, 215, 279, 285-286, 288, 295, 302, 322.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

279. BEAL, EDWIN G. Microfilmed archives of the Japanese Ministry of Foreign Affairs. Library of Congress, *Quarterly journal of current acquisitions,* 11: 7-11 (Nov., 1953).

280. BENNETT, ARCHIBALD F. The record copying program of the Utah Genealogical Society. *American archivist,* 16:227-232 (July, 1953). A paper read at the annual meeting of the Society of American Archivists, Lexington, Kentucky, October 28, 1952. Describes the extensive microcopying program of the Society.

281. BOARD ON RESOURCES OF AMERICAN LIBRARIES. COOPERATIVE COMMITTEE ON MICROFILM PROJECTS. Proposed statement of principles to guide large scale acquisition and preservation of library materials on microfilm. *College and research libraries,* 14:288-291, 302 (July, 1953).

282. BORN, LESTER K. Annual reports on acquisitions: microreproduction. Library of Congress, *Quarterly journal of current acquisitions,* 11:41-45 (Nov., 1953). A report on developments in policy and practice and a summary of significant acquisitions in microfilm, by the Coordinator of Microreproduction Projects.

283. BROWN, W. BURLIE. Microfilm and the historian. *Mississippi Valley historical review,* 40:513-518 (Dec., 1953). A discussion of major finding aids to the existence of microfilmed materials of interest to the historian in the United States.

284. CLAPP, VERNER W. Standards in photographic reproduction of documents. Library of Congress, *Information bulletin,* 12:12-13 (May 25, 1953). Relates to

activities of the American Standards Association and the International Standards Organization.

285. Clark, Kenneth W. Checklist of manuscripts in St. Catharine's Monastery, Mount Sinai, microfilmed for the Library of Congress, 1950. Prepared under the direction of Kenneth W. Clark, general editor of the Mount Sinai Expedition, 1949-50. Washington, Library of Congress, 1952. 53 p.

286. Clark, Kenneth W. Checklist of manuscripts in the libraries of the Greek and Armenian Patriarchates in Jerusalem, microfilmed for the Library of Congress, 1949-50. Prepared under the direction of Kenneth W. Clark, director and general editor of the Jerusalem Expedition, 1949-50. Washington, Library of Congress, 1953. 44 p.

287. Correlation of forms of microtext for library use. *College and research libraries,* 14:298-302 (July, 1953). A consideration of the problems raised by the production of microtext in two basically different forms, microfilm and micropaper, with further variation within each form as to manner of production and shape, sizes, and page arrangements.

288. Dowd, David L. The French Departmental Archives and the Fulbright microfilm project. *American archivist,* 16:241-249 (July, 1953).

289. Erickson, Edgar L. General program of the Committee on Documentary Reproduction, American Historical Association. *College and research libraries,* 14: 303-306, 316 (July, 1953). A paper read at the annual meeting of the American Historical Association, Washington, D. C., December 29, 1952.

290. Frontard, R. Present position and prospects of international standardization in the field of microcopying. *Unesco bulletin for libraries,* 8, no. 5-6: E i-E ix (May-June, 1954). The author, Administrative Director, French Association for Standardization, discusses the current work of the International Organization for Standardization (ISO) as regards microcopying. ISO has thus far published no formally approved recommendation on the subject of microcopying.

291. Gupta, R. C. Recent developments in microreproduction. *Indian archives,* 7: 44-47 (Jan.-June, 1953).

292. Gupta, R. C. A review of developments in microphotography. *Indian archives,* 6:30-33 (Jan.-Dec., 1952).

293. Harkins, William G., Fred L. Dimock, and Mary E. Hanson. Microfilm in university libraries: a report. *College and research libraries,* 14:307-316 (July, 1953). A report to the American Library Association's Serials Committee by Subcommittee C, attempting the "evaluation of the acceptance of microfilm by the clientele of college, university, and research libraries."

294. International Federation for Documentation. Manual on document reproduction and selection. Pts. 1 and 2. The Hague, 1953. 2 vols. An attempted comprehensive survey of the many devices and processes for the "reproduction and selection of study and research documents." The *Manual,* to be kept up to date by loose-leaf supplements, is composed of short introductory articles for each special type of reproduction and selection, followed, as the case may be, by illustrations and a bibliography, by a survey of apparatus and producing firms, and by announcements supplied by some firms concerning their products. Text in French and English.

295. Manuscripta; the Knights of Columbus Foundation Vatican Manuscripts Depository at Saint Louis University. Vol. 1, no. 1. April 1, 1954. 15 p. A publication intended to serve as a medium for disseminating information concerning the Depository, to be published approximately quarterly. Lists the codices available on microfilm, April 1, 1954, p. 3-15.

296. Microfilm Clearing House. Bulletin no. 32. Microcopies of U. S. Government Publications. Library of Congress, *Information bulletin,* 13, no. 9, Appendix. 2 p. (Mar. 1, 1954). Lists various series of Federal documents now available currently on microfilm, microcards, and microprint.

297. Microfilm notices. *Mississippi Valley historical review,* 40: 593-595 (Dec., 1953).

Inaugurates a new section of this journal, designed to keep readers currently informed on historical materials available on microfilm.

298. Power, Eugene G. Employment of sheet film for newspaper clippings. *Special libraries,* 45:111-114 (Mar., 1954). Describes a procedure for converting "morgue files" to microfilm.

299. Society of American Archivists. Committee on State Archives. Report on status, microfilming of court records in various States. [n. p., 1953] 2, 8 l. Prepared by Dolores C. Renze, Archivist of Colorado.

300. Toth, Margaret K. Microphotography in the Library. University of Rochester, Library, *Bulletin,* 9:12-17 (Autumn, 1953). Describes microcopy holdings in the University of Rochester Library.

301. U. S. National Archives. List of National Archives microfilm publications, 1953. Washington, 1953. 98 p. Supersedes the *List of file microcopies of the National Archives* published in 1950.

302. Uyehara, Cecil H., *comp.* Checklist of archives in the Japanese Ministry of Foreign Affairs, Tokyo, Japan, 1868-1945; microfilmed for the Library of Congress, 1949-1951. Comp. by Cecil H. Uyehara under the direction of Edwin G. Beal. Washington, Library of Congress, 1954. 262 p. Lists 2,116 reels of microfilm, reproducing more than 2 million pages.

303. Verry, H. R. Colour response in document reproduction processes. *O & M bulletin,* 8, no. 4:43-45 (Aug., 1953).

304. V[erry] H. R. The cost of microfilm. *O & M bulletin,* 8, no. 5:34-39 (Oct., 1953).

305. Verry, H. R. Photocopying and duplicating processes. *Aslib proceedings,* 5:313-315 (Nov., 1953).

See also 22-23, 29, 53, 63, 66, 70, 94, 110, 135, 204, 215, 239.

IX. Service, Use, and Publication of Records and Historical Manuscripts

306. Adam, Herbert. How to take care of your autographs. *Manuscripts,* 6, no. 1: 38-39 (Fall, 1953).

307. American Catholic Historical Association. Committee on the John Carroll Papers. Report. *Catholic historical review,* 40:51-52 (April, 1954). The Committee is working, with the endorsement of the National Historical Publications Commission, on a project to publish the papers of John Carroll.

308. Beale, Howard K. The professional historian: his theory and his practice. *Pacific historical review,* 22:227-255 (Aug., 1953). Includes discussion of the matter of availability of official records and the value of "official history."

309. Browne, Henry J. An appeal for archives in institutions of higher learning. *American archivist,* 16:213-226 (July, 1953). Reprinted, with slight changes, from *Discipline and integration in the Catholic college,* ed. by Roy J. Deferrari (Washington, D. C., Catholic University of America Press, 1952).

310. Dater, Henry M. Needed — the history of American aviation. *Military affairs,* 17:191-194 (Winter, 1953). Includes a discussion of the importance of laying the "documentary foundations" so that the materials necessary for the writing of the history of aviation will be available.

311. Farrell, John T. An abandoned approach to Philippine history: John R. M. Taylor and the Philippine Insurrection records. *Catholic historical review,* 39:385-407 (Jan., 1954). Discusses Taylor's unpublished narrative history in the records of the Bureau of Insular Affairs in the National Archives.

312. Fifer, C. N. Editing Boswell: a search for letters. *Manuscripts,* 6, no. 1:2-5 (Fall, 1953). A note on problems faced in compiling and editing a complete correspondence.

313. Greenfield, Kent R. The historian and the Army. New Brunswick, Rutgers University Press, 1954. 93 p. The Brown and Haley Lectures, 1953, given at

the College of Puget Sound, Tacoma, Wash. Ch. 1, "An adventure in contemporary history," p. 3-14, discusses some of the problems and techniques involved in the writing of contemporary official history.

314. HAMILTON, J. G. DE ROULHAC. History in the South — a retrospect of half a century. *North Carolina historical review,* 31:173-181 (April, 1954). Includes a brief summary of activities in the collection and preservation of archives and manuscripts.

315. HAZARD, SAMUEL. The archives of Pennsylvania: a glimpse at an editor's problems. Edited by William B. Hesseltine and Larry Gara. *Pennsylvania magazine of history and biography,* 77:328-331 (July, 1953). The edited text of a letter from Hazard to Lyman C. Draper, August 23, 1851, relating to the former's plans for editing the *Pennsylvania archives.*

316. HERZOG, L. W. Romance in abstract of title. *Wisconsin magazine of history,* 37:11-13 (Autumn, 1953). Describes types of information that may be found in abstracts of title.

317. HISTORICAL programs of the Army's Technical Services. *Military affairs,* 17:220-222 (Winter, 1953).

318. HUMPHREY, RICHARD. The "official" scholar: a survey of certain research in American foreign policy. *Essays in honor of Conyers Read.* Edited by Norton Downs. [Chicago] University of Chicago Press [1953] 304 p., p. 30-51. Describes the development and present (1953) scope of the historical research and publication activities conducted by the Department of State.

319. KRAUS, MICHAEL. The writing of American history. Norman, University of Oklahoma Press [1953] 387 p. A revision of the author's *The Writing of American History* (New York, 1937). Chapter 5, "Gathering the records — awaiting the national historian," p. 89-107, is a brief summary of early Federal and State projects of documentary publication.

320. LAMB, J. P. The report of the Copyright Committee: how it might affect libraries. *Library Association record,* 54:388-395 (Dec., 1952).

321. MARYLAND. HALL OF RECORDS COMMISSION. Buildings of the State of Maryland at Annapolis. By Morris L. Radoff. Annapolis, 1954. 140 p. A "documentary account of the life of public buildings" in Annapolis, 1695 to date, based on contemporary records, chiefly to be found in the Hall of Records.

322. MIDDLETON, ELIZABETH. Essex records as material for study of the English language. *Essex review,* 63:33-52 (Jan., 1954). To be continued.

323. NEVINS, ALLAN. New lamps for old in history. *American archivist,* 17:3-12 (Jan., 1954). A paper read at the annual meeting of the Society of American Archivists at Dearborn, Mich., September 14, 1953. Reprinted in *North Carolina historical review,* 31:240-251 (Apr., 1954). Urges that the history of American business be rewritten. *See* also item 325, below.

324. SHERA, JESSE H. Historians, books, and libraries: a survey of historical scholarship in relation to library resources, organization, and services. Cleveland, Western Reserve University Press, 1953. 126 p.

325. SHOULD American history be rewritten? A debate between Allan Nevins and Matthew Josephson. *Saturday review,* 37, no. 6:7-10, 44-46 (Feb. 6, 1954). *Contents*: Yes, by Allan Nevins (an article adapted from his address before the Society of American Archivists; *see* item 323, above); No, by Matthew Josephson.

326. SMITH, LOUIS C. The copying of literary property in library collections. *Law library journal,* 46:197-206 (Aug., 1953). Discusses existing law and the problem of the extent to which materials in library collections may be reproduced without violating copyright or the common law literary property right.

327. TURNER, JUSTIN G. Manuscripts and history. [n. p., n. d.] 8 p. An address delivered at the annual meeting of the American Association for State and Local History, Houston, Tex., October 24, 1952, and published in part in *Autograph collectors' journal,* 5, no. 2:31-33 (Winter, 1953).

328. UNITED NATIONS EDUCATIONAL, SCIENTIFIC, AND CULTURAL ORGANIZATION. Manual

of travelling exhibitions. By Elodie Courter Osborn. [Paris, 1953] 111 p. (*Museums and monuments,* V (a)).

329. U. S. CONGRESS. SENATE. APPROPRIATIONS COMMITTEE. Supplemental hearings on Departments of State, Justice, and Commerce appropriations for 1954. Hearings . . . 83-1. Washington, 1953. 42 p. Includes, p. 24-29, a discussion of the production schedule for the State Department's *Foreign relations* volumes, with particular reference to publishing the records of the international conferences of World War II and to expediting the program generally.

330. U. S. PRESIDENT, 1953- (EISENHOWER) Executive Order 10501. Safeguarding official information in the interests of the defense of the United States. *Federal register,* 18:7049, 7051-7054 (Nov. 10, 1953). Text of the order, dated November 5, 1953, effective December 15, 1953.

331. WILH, GEORG. Die Archive zwischen Vervaltung und Wissenschaft. *Der Archivar,* 7: cols. 1-12 (Mar., 1954).

See also 85, 94, 149, 160, 198, 201, 209, 215-216, 255, 301, 341.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

332. BENDER, CHARLES. Mr. Bender's sad story. *Eye to eye,* no. 3:9-12 (Dec., 1953). Relates to destruction of certain photographic glass-plate negatives, including some alleged Brady negatives.

333. BRECKENRIDGE, JAMES D. Have you looked at your pictures lately? *American archivist,* 17:25-36 (Jan., 1954). The author, on the staff of Corcoran Gallery of Art, Washington, D. C., discusses the care, handling, and storage of works of art.

334. CONFERENCE ON INTERNATIONAL STANDARDS FOR FILM CATALOGING, 1953. Summary report of Conference, Whittall Pavilion, Library of Congress, and Congressional Hotel, Washington, D. C., May 11 and 12, 1953. [n. p., n. d.] 34 l. "List of documents and related publications available for inspection and study," 30-31 (chiefly UNESCO documents); "Excerpts from Proceedings, International Film Cataloging Conference, Rochester, N. Y., 1951," 32-34.

335. CRONE, G. R. Notes on the classification, arrangement and cataloguing of a large map collection. *Indian archives,* 7:8-13 (Jan.-June, 1953). The author is Librarian and Map Curator, Royal Geographical Society Library, London.

336. GRAPHIC HISTORY SOCIETY OF AMERICA. Society affairs. *Eye to eye,* no. 2:1-7 (Sept., 1953). Describes the organization and purposes of the newly formed Society, with list of members.

337. GRAPHIC HISTORY SOCIETY OF AMERICA. A survey of picture collections relating to individual States. *Eye to eye,* no. 2:36-40; no. 3:1-8 (Sept., Dec., 1953). A description and the first installment of a project of the Graphic History Society of America to list the major collections or depositories of pictures devoted to a particular subject or area. The first installment covers Minnesota, North Carolina, and Oregon.

338. JENKINS, JOHN W. and HARRY E. LICHTER. Wisconsin today — the contemporary scene in a pictorial record. *Eye to eye,* no. 3:35-39 (Dec., 1953). The authors, members of the staff of the Museum of the State Historical Society of Wisconsin, describe the Society's annual photographic competition, a project undertaken to provide photographic documentation of life in Wisconsin as it is today.

339. MCDONALD, GERALD D. The Mortimer and Anna Neinken collection of antique seals. New York Public Library, *Bulletin,* 58:159-161 (Apr., 1954). Describes a collection of about 14,000 seals (wax impressions), covering the period *ca.* 1650 to 1850, now in the Manuscripts Division of the New York Public Library.

340. NEWHALL, BEAUMONT. Minnesota daguerreotypes. *Minnesota history,* 34:28-33 (Spring, 1954). Describes items in Minnesota State Historical Society.

341. Ristow, Walter W. Cartographic exhibits. [n. p., n. d.] 10 p. A discussion of principles and techniques for map exhibits. Reprinted from *Surveying and mapping,* 14:18-25 (Jan.-Mar., 1954).

342. Soule, Gardner. Photography and the President. *Eye to eye,* no. 2:29-36 (Sept., 1953). Describes background and procedures in producing the pictorial biography, *This Is Ike* (1952).

343. Special Libraries Association. Geography and Map Division. Map Resources Committee. Map collections in the United States and Canada, a directory. Marie Cleckner Goodman, chairman. New York, 1954. 170 p. A brief description of the holdings of the Cartographic Records Branch of the National Archives is given on p. 34-35.

344. Taft, Robert. Artists and illustrators of the Old West, 1850-1900. New York, Scribner, 1953. 400 p. "Sources and notes": p. 249-381. Includes a note on the general importance of pictorial records as historical sources, p. 249-252, and material on the illustrators employed by the Pacific Railroad Surveys.

345. U. S. Library of Congress. Map Division. A guide to historical cartography; a selected, annotated list of references on the history of maps and map making, compiled by Walter W. Ristow and Clara E. LeGear. Washington, 1954. 14 l.

346. Vanderbilt, Paul. Two photographs of Abraham Lincoln. Library of Congress, *Quarterly journal of current acquisitions,* 10:185-189 (Aug., 1953). The Library of Congress has been given two original photographic plates showing Lincoln, one of which is an ambrotype made by Calvin Jackson in 1858, the other the negative of the photograph known as "The Universal Lincoln," probably made on Feb. 9, 1864, by Mathew B. Brady, which appears engraved on the United States 5-dollar bill.

347. Van Ravenswaay, Charles. The Missouri Historical Society's photographic collection. *Eye to eye,* no. 2:8-15 (Sept., 1953).

See also 225, 237.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS, CUSTODIANS OF MANUSCRIPTS, AND RECORDS OFFICERS

348. American University. School of Social Sciences and Public Affairs. Announcement of courses in record and archives administration, 1953-54. Washington, D. C. [n. d.] 7 p.

349. American University. School of Social Sciences and Public Affairs. Institute on Records Management. [Washington, D. C., 1954] Folder. Describes the Institute on Records Management, June 21 - July 2, 1954.

350. Briet, S[uzanne]. Rapport à la Commission Mixte de l'Enseignement et du Statut Professionnels des Archivistes des Bibliothèques, des Conservateurs de Musées et des Documentalistes. *Review of documentation,* 20:49-56 (June, 1953).

351. Scufflaire, Andrée. Le stage technique international d'archives, 1952-1953. *Archives, biliothèques et musées de Belgique,* 24:[3]-12 (1953).

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Reviews of Books

RICHARD G. WOOD, *Editor*

National Archives

Erhvervshistorisk Årbog. Meddelelser fra Erhvervsarkivet. Vol. 5. (Aarhuus, Denmark, Rosenkilde og Bagger, 1953. Pp. 116.)

This volume follows the pattern set in the yearbooks previously published by the Danish Erhvervsarkivet or Business Archives of Aarhuus, Denmark. It consists of five well-documented articles, together with a brief account of archival activities for the year ending March 31, 1953. The authors demonstrate that the trader and the businessman know no national barriers. The first article treats of the lucrative Danish trade with the Isle de France (Mauritius) during the troubled period 1793-1807. The next article is a lively excerpt from the memoirs of Hans P. Hanssen (1828-1912), relating his experiences in Hong Kong, Canton, and Shanghai, beginning in the early 1850's, when foreign merchants were still confined to a few ports. In China he laid the foundation for a highly successful mercantile career. Although obviously a person of rectitude, Hanssen saw nothing immoral in the trade in opium, which he considered less harmful to the Chinese than was alcohol to the Europeans.

Two other articles deal respectively with the economic problems involved in the reunion of North Schleswig with Denmark after World War I and with the Danish and Norwegian businessmen whose letters appear in the archives of Joachim D. Wahrendorff (1726-1803), who was prominent in the commercial, shipping, and industrial circles of Stockholm. The longest and for many readers perhaps also the most significant article is Andreas Jörgensen's excellent study of the plantation company, "Dansk Vestindien," based on its archives preserved at Aarhuus. An experiment in Danish imperialism, this stock company was organized in 1902, with the avowed purpose of reviving the Danish West Indies through private enterprise. Ignoring the prevailing economic decline, the company bought various run-down estates in the islands. However, its attempts to produce cotton, sugar cane, sisal, and tropical fruits were unsuccessful. Only the cultivation of lime and bay trees proved promising. The company's efforts made clear that the arid northern and eastern portions of St. Croix were suitable solely for the raising of cattle. Plagued by labor troubles and saddled with deficits, the company sold its holdings and went into liquidation after the United States purchased the Danish West Indies.

During the past year Erhvervsarkivet received a total of 4,790 volumes and packages of records. The largest single accession came from Fyens Disconto Kasse, Denmark's first private bank dating from 1846. Of this material, only the older items will be made immediately available to researchers.

Private concerns provided the bulk of the newer papers. Arrangement of the archives progressed and cataloging was completed for the approximately 10,000 volumes in the library. As in other years, this institution drew upon both public and private funds for support.

HAROLD LARSON

Air University Historical Liaison Office

An Introduction to Ecclesiastical Records, by J. S. Purvis. (London, St. Anthony's Press, 1953. Pp. viii, 96.)

The Medieval Registers of Canterbury and York: Some Points of Comparison, by E. F. Jacob. [St. Anthony's Hall Publication No. 4.] (London, St. Anthony's Press, Pp. 16. 2s. 6d.)

Both these volumes are concerned with ecclesiastical records. Professor Jacob's small pamphlet describes very briefly the medieval archiepiscopal registers of the provinces of Canterbury and York. After a short account of registers in general, the type of documents they contain, and the differences in the organization of the two provinces, he enumerates the archbishop's powers that have left traces in the surviving registers. He also lists the extant registers for both provinces, printed and in manuscript, from the earliest, that of Archbishop Walter de Gray of York (1215-55), to those for the end of the medieval period (c. 1530). He discusses separately the contents of the two sets of registers, describing the kind of material in each and showing wherein the registers of the two provinces are similar and different in content and form. The pamphlet does not pretend to do more than give a brief introduction to the subject of medieval archiepiscopal registers, and this it accomplishes.

Mr. Purvis' volume is more detailed and more ambitious. As its title suggests it is offered as the equivalent of an elementary course in the diplomatic of ecclesiastical records. Because of poor organization, inconsistent arrangement of material, and inadequate explanations, however, it falls far short of this goal. The student making his first acquaintance with ecclesiastical records is likely to be more confused than enlightened by reading this volume. Mr. Purvis discusses three classes of ecclesiastical records, archiepiscopal registers, the documents of episcopal visitations, and ecclesiastical court records. His plan is in each case the same. After giving some general background material he illustrates the various points he has made with documents that seem to be from the archives of the archbishopric of York. He only infrequently gives sources for these documents and nowhere explains what his few references mean. Thus anyone interested in placing one of these illustrations in its original setting can do so only with considerable labor. Furthermore, since the book is intended for students learning to use documents, the omission of references sets them a poor example. Neither does Mr. Purvis use any system of cross references from the explanations of types of documents to the documents themselves or vice versa, except by means of general subject headings. Thus the reader who wishes to find an example of a particular type of document must hunt for it. Since the order of the documents does not always follow the order of the topics in the explanation, this process may take considerable time. In the explanations themselves spacing and headings are so used that the sequence of ideas is not always logical and the relation between topics not always clear. Occasionally additional explanatory material is introduced among the documents. Careful editing would have made the volume more usable.

The chapter on archiepiscopal registers is prefaced by a series of definitions of terms which have to do with the appointment of clergy to benefices. Some of these are terms which should already be familiar to any student intending to work with ecclesiastical documents. The remainder of the explanatory material treats of the documents pertaining to clerical appointments and similar matters. Examples of such documents follow. In the second section Mr. Purvis explains briefly the three stages in the process of episcopal visitation and the type of records produced by a visitation. The illustrative documents are not arranged according to the steps outlined in the explanation, nor are all the documents pertaining to the same step placed together. The third section, on the documents of ecclesiastical courts, is, like the others, difficult to follow because the terminology used is sometimes confusing. Two classes of records, act books and cause papers, are mentioned; only act books are explained, though examples from both are given. The details of the progress of a suit in an ecclesiastical court and the form of a court record are explained. Both are illustrated by documents.

The volume has no index so that the explanation of any given process or term can be found only by reading the appropriate chapter. This lack is not remedied by the table of contents, which gives page references for the illustrative documents but not for the discussions they illustrate. An adequate handbook of the diplomatic of ecclesiastical documents would be of great assistance to students working in this field. Unfortunately Mr. Purvis' volume will not provide this assistance.

ELISABETH G. KIMBALL

Princeton, New Jersey

Philadelphia Department of Records. *Annual Report for the year 1953.* (Philadelphia, 1954. Pp. iii, 20, charts, illus.)

In 1950 Thomas Amelia, assistant director of the Philadelphia committee of the Pennsylvania Economy League, wrote a report to the Philadelphia Charter Commission on the condition of public records in his city. This report, published in the *American Archivist* in January 1951 under the title "Philadelphia Records and a Program for Administration," described a situation all too familiar to anyone who has worked with American municipal records — crowded and unsuitable storage areas, deterioration and loss of records because of lack of proper care, haphazard control of access to records, and absence of of planning in the creation and revision of forms, reports, and other documents. Philadelphia's public records, like those of many younger and smaller cities, like Topsy, "just growed."

After the adoption of Philadelphia's new city charter the public records problem received some long overdue attention. A department of public records was established with ample powers and a suitable organization to deal with the situation. The department has control over all steps in the record process, from the establishment of standards and specifications for record materials and the creation and revision of forms to the disposition of noncurrent and useless records and the preservation of records of permanent value.

The report under review indicates that the Philadelphia Department of Records has made progress in eliminating many of the evils complained of in Mr. Amelia's report. The forms control division has surveyed over a thousand forms used in city agencies and has revised them when necessary to reduce duplication and excessive paper work. Surveys have been made of the records in nearly all of the offices in the city government; and the inventoried records have been classified for retention, disposition, or archival preservation in the city's records center. Nearly 40,000 cubic feet of useless records and nonrecord material have been recommended for destruction. A number of important but bulky records series have been microfilmed. Many valuable city records that had been lost for years were found and made available for consultation.

These operations have resulted in the saving of considerable sums of money for the city, an achievement which the report duly emphasizes. The destruction of useless records and the transfer of records of enduring value to the cheaper facilities of the records center have released valuable City Hall storage space for the increasing accumulation of current records. Speedy reference service is furnished by the records center to those who need to consult the city archives.

In addition to its records management and archival functions, the department has also been granted the powers and duties of the former office of recorder of deeds. This function has been exercised only since October 1953. This is a new sort of responsibility for an archival agency, and its development will be worth observing.

The 1953 report of Philadelphia's Department of Records should be of interest to all city records administrators as well as to archivists concerned with municipal records problems. It is a clear and readable account of how one of America's oldest large cities is attempting to meet a problem which confronts all units of government — that of the ever-increasing mass of records produced by today's governmental activities.

State Historical Society of Wisconsin HOWARD A. MERRITT, JR.

And All the King's Men, by R. R. Donnelley & Sons. (Chicago, Lakeside Press, n. d. Pp. 42, illus.)

Well written and profusely illustrated, this booklet presents in concise terms most of the restoration and preservation problems faced by owners and collectors of old and valued books and documents. Roughly divided into three parts, it presents the principal causes of deterioration, methods of restoration, and recommendations as to proper care.

In the first section, "Vandals Within Your Walls," most of the agencies of destruction and deterioration are listed. Among these sunlight, gases, chemicals, mildew, insects, and improper mending materials are all discussed.

The second section,"The Good Offices of the Hand Binder," attempts to answer the often puzzling question as to when a valuable book or document should be repaired, restored, or rebound. It describes methods and materials used in good practice and warns of things that should not be done without expert guidance. This section contains a chapter on restoring original bindings and documents. Of particular interest is the part dealing with the restoration of disintegrated paper, the filling out of incomplete leaves, the preservation of paper, and the like. The various methods of restoring and preserving old papers, such as silking, laminating, inlaying, and splitting, are all described in general terms.

The final chapters deal with the care of books and their bindings. There are many valuable tips concerning the proper precautions to be taken in housing, cleaning, and storing valuable books and documents. In addition to giving some good advice on proper care these chapters also point out some of the things that should not be done and materials that should not be used if one values good books.

The little book is presented as "a manual of first-aid for private owners who wish to preserve family records and documents . . . " as well as for professionals. It is a well written nontechnical manual of great interest and value to all who are interested in the proper care of their valued books and documents.

Arcadia, California ALBERT H. SCHNEIDER

Paper Work Management in the Navy. (Washington, Department of the Navy [?], 1954. Pp. 31, illus. Processed. Free.)

During the past 10 or 12 years, the Navy Department has been doing a fore and aft overhaul of its "paper work" system. With what seems, to this reviewer, to be pardonable pride, the Department has issued this booklet highlighting progress achieved to date. Savings effected have been substantial. While no single argument for a method or the method itself is new, the combination of techniques is thought-provoking. To the archivist and records control manager it offers many "liftable" ideas. It points up the economies of a well organized control system and the beneficial effect upon those records that eventually reach archives establishments.

After a simple, understandable explanation of records and their usefulness, a list of such records (some peculiar to the Navy) is given along with their methods of handling. Orders, directives, vouchers, requisitions, personnel actions, and correspondence are covered. Procurement (with emphasis on "birth control" of new records) and the distribution of forms are well treated. Methods of transmitting messages, filing, microfilming, and orderly disposal are made quite clear.

The primary purpose of this book and its 12-page multigraphed supplement, apparently is to serve as a guide to a Navy lecturer conducting training classes or to be given to trainees after a lecture. By photoreproduction, 16 large charts, such as are used for an illustrated lecture, are shown. The method of teaching seems excellent, well up to Navy standards. One interesting section details the very successful operation of persuading all Navy personnel to get on the team. Mechanization of physical (not mental) handling of paper work is extensively used, explained, and recommended.

To repeat, this booklet's usefulness to the archivist or records control manager lies in the wealth of ideas that can be *adapted* to one's own problems. It shows how the Navy does it. You still must roll your own.

Aluminum Company of America CHESTER C. CONNER

Maintenance of Current Records. [Air Force Manual No. 181-4.] (Washington, Department of the Air Force, Sept. 1, 1953. Pp. vi, 90.)

In a manual designed to "constitute the sole and complete source of permanent basic Air Force policies, procedures, methods and standards governing the maintenance of current Air Force records," an effort has been made at the same time to provide a textbook of principles underlying the arrangement of records with the intent of dignifying filing as the important and thoughtful occupation that it is.

The loose-leaf manual is confined to the operation of current files. Except for brief explanations of the relationship to records disposition practices and the use of cutoff dates, records management is relegated to a separate volume. The first two chapters explain basic concepts, the roles of the user, custodian, and records control officers, the form and use of records, and the need for systematic arrangement. Chapters 3 and 4 go into methods and techniques, with explanations of the various types of arrangement: subjective, numerical, alphabetical, chronological, and case files, of classification and coding techniques, indexing and finding media, and use of supplies and equipment. Finally, there is the Air Force subjective classification system, with its related index.

Incidentally, "subjective" is a particularly irksome word to this reviewer, "subject" seeming a more precise term and less connotative of the pitfalls into which "subjective" thinking can lead. Also, it is disappointing that there is no discussion of card indexing (except for names) as an alternative or supplement to cross-reference sheets.

The classification scheme deserves special mention, because it offers a worthy substitute in the trend away from the decimal system, which has complicated so many large files in the effort to fit a sprawling mass into neat systems of tens, and hidden so many documents in small files. The Air Force alphabetical-numerical system, embodying a mnemonic alphabetical code followed by single digits separated by dashes in logical sequence, is simple and flexible. It is practical of application in that additional subdivisions are presented without the accompanying numbers, allowing the classifier to judge their utility before assigning them specific numbers, while at the same time demonstrating the pattern for still further expansion or allowing the classifier to disregard the uncoded subdivisions entirely if they are deemed inappropriate or unessential. Thus, it discourages the temptation either to overclassify or underclassify.

The hybrid character of the manual-textbook is the source of its weaknesses as well as its strength. The sometimes involved explanations of procedures and particularly the too-frequent pages containing solid blocks of type in double columns often combine to raise reader resistance. A manual is a ready reference tool; it should be easy on the eye, arranged in short sentences and paragraphs, with frequent variations of type and space highlighting each idea presented, and with copious illustrations. The ample text, without doubt, enhances the substance and broadens the application of this manual beyond the limits of the Air Force; yet its primary use will be as a manual rather than a training-course textbook, and visual improvements would be helpful.

These minor defects, however, do not overshadow the fact that this Air Force manual is a sound accomplishment and will serve as a standard reference work in its field.

International Monetary Fund MARIE CHARLOTTE STARK

Calendar of Plea and Memoranda Rolls Preserved Among the Archives of the Corporation of the City of London at the Guild Hall, A.D. 1437-1457, edited by Philip E. Jones. (Cambridge University Press, 1954. Pp. xxviii, 229, appendix. $4.50.)

This is the fifth volume in the series. The preceding four volumes, covering the period 1323-1437, with occasional gaps, were edited by A. H. Thomas, who at the time of his retirement in 1945 was Deputy Keeper of the City Records. As these four volumes have not been reviewed in this journal, comment upon them is in order. The introduction to volume one offers an explanation of the necessity for these particular rolls. The editor points out that the mayor's and sheriffs' courts preserved their proceedings in continuous rolls; but, as the original rolls were regarded as the private property of the law officers, they took them away on retiring from office in case of future need of them as evidence of their impartiality. Hence the compilers of the plea and memoranda rolls took excerpts of pleadings that the future law officers of the corporation might have precedents to guide them. Although the mayor and aldermen were judges in the husting, the mayor's court, and the court of aldermen, they frequently dealt with matters at any time they arose. In the plea and memoranda rolls therefore were kept actions pleaded out of season. Furthermore, many of the pleas were public prosecutions, which entailed a fine to the King as well as damages to the plaintiffs. As the power of the Crown was extended, the offences became statutory. The city officers became the King's justices. Hence a special series of rolls was needed as distinguished from those concerned with purely personal actions.

The main interest of the rolls themselves is legal, civic, and economic. The first four volumes hold introductions with illuminating discussions of the commission of the peace, writs, city ordinances, the enforcement of the statute of labourers, incorporation and citizenship, apprenticeship, the law merchant, the language of the records, goods and chattels, and the wards. All volumes, including the fifth, provide a list of less usual words in the text, an index of subjects and an index of names and places.

Now let us turn to the fifth volume, 1437-57 but lacking the rolls for 1442-43, 1450-51, and 1455-56. The text for Rolls A65 to A76 was compiled by A. H. Thomas, but the volume has been edited by the present Deputy Keeper of the City Records. The purpose of the rolls in this volume is more circumscribed. The types of cases and documents have narrowed. Many writs and returns, plaints and intrusions, bonds, gifts of goods and chattels, quitclaims, and leases are listed. Of special interest to the social and economic historian are the detailed valuations of household goods, wines, textiles, furs, silverware, jewelry, and implements. The frequent use of arbitration is apparent. There are a number of reports in regard to property disputes. In the introduction the editor discusses fully the title of the London Corporation to the common soil of the streets and watercourses. The editor has plans for a sixth and final volume for the period 1457-84.

Barrington, Rhode Island DOROTHY BRUCE WESKE

Report for 1953, by M. F. Bond, Clerk of the Records. [House of Lords Record Office Pamphlet No. 10.] (Westminster, 1953. Processed.)

In the year marked in Britain by the coronation of Elizabeth II, the staff of the House of Lords Record Office numbered about 7 archivists and assistants, reinforced with 7 technicians and a summertime auxiliary of boxers and packers. Searchers at the repository in the Victoria Tower at Westminster numbered 392. This 13-page mimeographed pamphlet tells of the current work on the modern records of Parliament and mentions a few dramatic facts. A test reconnaissance of the main papers of 1818 has revealed that "a certain amount of original unprinted material" is present, but that many original petitions are missing. Through the generosity of the Pilgrim Trust, 43 volumes of draft journals and minutes, 1621-90, containing hitherto overlooked speeches by Charles I and other seventeeth-century figures, have been acquired by purchase. Only the barest mention is given to publication of the tenth volume, and progress in preparing an eleventh volume, in the New Series of the *Manuscripts of the House of Lords.*

National Archives H. B. FANT

Inventaire-Sommaire des archives départementales antérieures à 1790; Marne, archives ecclésiastiques, série G, clergé seculier, fonds déposés à Reims, vol. 2, by Gaston Robert. (Reims, France, 1940. Pp. 372.)

Répertoire numérique des archives départementales antérieures à 1790: Côte-d'Or, archives ecclésiastiques, série H, clergé régulier, by L. Delessard. (Dijon, France, 1953. Pp. 48.)

Archives départementales de la Vendée postérieures à 1800; répertoire *numérique de la série O, affaires communales et service vicinal*, by M. Joubert and L. Morauzeau. (La Roche-sur-Yon, France, 1953. Pp. 204.)

Inventaire des Affiches conservées aux Archives de la Marne, vol. 1, *Politique (1716-1951)*, by René Gandilhon. (Chalons-sur-Marne, France, 1953. Pp. xiv, 434, index. 800 fr.)

Répertoire critique des anciens inventaires des archives du départment de la Drôme avec une notice sur la formation et l'histoire de ces archives, by Jacques de Font-Réaulx. (Valence, France, 1952. Pp. xxxi, 203, index.)

These volumes are welcome additions to the magnificent collection of inventories of the French provincial archives, published under the auspices of the Ministry of Education. This set is not well known in America, and it is not easy to consult in those American libraries which possess it. Each volume is prepared by the archivist of the department concerned and is published and printed somewhere within the department. As the archivists change from time to time, it may happen that several different volumes of one inventory appear under different authors, and no list of completed volumes is available. This reviewer has frequently been unable to discover what has been done and what has not, and she has never seen these volumes on open shelves in an American library. The whole set, for all departments, is shelved together, so no problem exists for the fortunate possessor of a stack permit. Nevertheless few people in this country have formed the habit of using these valuable research tools. Those who have done so have sometimes made surprising discoveries, by means of a slow process of browsing.

The inventories follow a standard system of classification, and in addition to the code numbers, there is often information as to the contents of a box, a collection, or an individual volume. Interesting or important material is occasionally quoted at length, and some volumes contain bibliographical information and references in the case of documents which have been published elsewhere. The value of the set is greatly increased by the fact that each author, is his capacity as local archivist, knows the documents, works with them, and has them constantly at hand. He also knows the background, and frequently contributes useful facts or suggestions.

The first of the five volumes reviewed here was published as long ago as 1940; it is the second volume, second part, of a group of documents dealing with ecclesiastical matters in the diocese of Reims. The descriptions of the various *liasses* (boxes) are very well done, and contain a great many proper names. The small volume on the ecclesiastical archives of the Côte-d'Or lists all the documents in each box, sometimes by title, but there are no summaries of contents in this volume. The same is true for a larger volume from the Archives of the Vendée, which covers local affairs of the communes in the department and the roads that serve them. This book deals only with documents dated since 1800, unlike the other four.

Probably the most interesting of our group comes from René Gandilhon, archivist of the department of the Marne. It is the first section of the catalog of the remarkable poster collection at Reims — 6,271 posters on political subjects making up this first volume. The listing is by subject, but there are several good indexes giving place names, and one which lists artists and printers. These posters, and in their absence, the inventory, supply a very vivid picture of thousands of historical events that at one time or another were attacked or defended on posters.

Finally we have the attractive and scholarly work of Jacques de Font-Reaulx, archivist of the Drôme. This is a list of the old inventories in the archives of the Drôme, in some cases with summaries of the contents of the inventories. This book has an excellent index; and, alone of the group, it contains a comprehensive 30-page historical account of the collection. By it we are reminded of how little has been done since the days of Léopold Delisle to present the history of manuscript collections, their migrations and occasional disappearances — a type of work that is of infinite value to scholars in widely divergent fields.

All five books are well done, but the last two excel in both interest and scholarship. One difficulty confronts all who use them, and this is the lack of adequate indexes; for no index, however good, can be depended upon for manuscript collections of this kind. Problems of handwriting and spelling add to the difficulty of the Herculean task of listing names. Until some satisfactory solution to this is invented, there is no substitute for the long, slow process of reading through page after page of these inventories. There is consolation in the high score of rewards, and in the fact that even the lists provide a picture of the past and occasionally a taste of the amusement that original documents bring to those who like to work with them.

Frederick, Maryland DOROTHY MACKAY QUYNN

EDITOR'S NOTE: Through inadvertence it was stated in a review of the 1953 *National Archives Microfilm Publications List* in the July issue (p. 272), that the frontispiece was "a letter of Aaron Burr," whereas the letter is actually one of Benedict Arnold's.

News Notes

MARY C. LETHBRIDGE, *Editor*
United States Information Agency
Assisted by ROY HART
National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The Council met in room 319, Park Shelton Hotel, Detroit, Mich., at 8 a.m. September 15, 1953, the president, vice president, treasurer, secretary, and Council members Smith, de Valinger, Crittenden, Bahmer, and Trever attending.

The Finance Committee submitted to the Council through William D. Overman a budget proposal for the fiscal year 1954, which was approved by the Council as submitted.

The president appointed a subcommittee of the Council to consider revision of Society dues and to report to the Council with recommendations not later than June 30, 1954. Ernst Posner, chairman, William D. Overman, Christopher Crittenden, and Robert H. Bahmer were appointed to this *ad hoc* committee.

After considering several sites for the 1954 annual meeting the Council voted to accept the invitation of Colonial Williamsburg, allowing the host to fix the meeting dates within the first half of September.

The membership at the business meeting on September 14, 1953, voted that the Council take appropriate action respecting the establishment of a committee to examine and report on professional qualifications for archival work. The president, with the approval of the Council, established such a committee. The president reserved appointments to this committee, however, indicating that he hoped all past presidents of the Society could be prevailed upon to serve.

The Council agreed that a directory of membership was desirable and that the editor of the *American Archivist* and the secretary should formulate plans for its early issuance.

The meeting adjourned at 9:45 a.m.

HENRY E. EDMUNDS, *Secretary.*

The secretary announced that Mrs. Elizabeth E. Hamer and Morris Rieger have been added to the membership of the Committee on Labor Union Archives.

The secretary reports that the following persons and organizations have been elected to membership in the Society since September 1953: Joseph A. Ashwell, Homes & Narver, Inc.; Rex Beach, North Carolina Department of Archives and History; Pauline Beers, Duke University Library; Kathleen Blank, Thomas Edison Foundation;

Emma H. Busey, Los Alamos Scientific Laboratory; Canadair Limited (Mrs. B. W. G. Holt); Stephen Chow, Federal Records Center (Calif.); Finley N. Clapper, U. S. Army; Seymour V. Connor, Texas State Library; Frank Davies, International Monetary Fund; Myles S. Fischer, International Textbook Co.; Sidney Forman, U. S. Military Academy; Herbert G. Geiger, Adjutant General's Office; Joseph A. Greene, Beekins Van & Storage Co.; Royal V. Hart, National Archives; Richard Dunstan Higgins, Massachusetts Archives; Blanche LeOrz Jenkins; A. Kieser, South African Archives; Mills Memorial Library, Rollins College (Mrs. Alice Hansen); Blanche L. Moore, Federal Records Center (D. C.); Alan C. Negus, National Records Management Council; Earle W. Newton, Radcliffe-Harvard Institute; Harold F. O'Neil, General Services Administration (Region 1); Radcliffe Women's Archives (Mary C. Moses); Toivo Rinne, Archives Provinciales á Turku, Finland; Mattie Russell, Duke University Library; Robert C. Sharman, Tasmanian State Archives; Mohammad Siddiq, Pakistan Archives; Mildred M. Stateham, Los Alamos Scientific Laboratory; Daniel W. Sparkman, Naval Records Management Center (Calif.); Lionel W. Van Kersen, Los Angeles Public Library; George E. Warren, Colorado State Archives; Rev. George Zoen, S. J., Maryland Province Society of Jesus.

A meeting of the Council was held at the National Archives in Washington on July 24, 1954. Topics on the agenda included committee structure and functions, committee programs, a society directory, dues and subscription fees, and State or local society chapters. Minutes of the meeting will be published in a later issue of the *American Archivist.*

NATIONAL ARCHIVES AND RECORDS SERVICE

The National Archives became an illuminated public building for the first time on August 29. General Services Administration and National Archives officials joined with Arthur J. Connell, National Commander of the American Legion, in special ceremonies appropriate for the occasion. Henceforth, the building and the flags that fly before it will be lighted each night until 10 p. m., as a sign that the Declaration of Independence, the Constitution of the United States, and the Bill of Rights are on public display. The lighting of the building carries into effect plans of the architect, John Russell Pope, to focus public attention, through illumination, on the importance of the building and the records preserved and displayed within its walls.

In 1953 the records of the General Accounting Office, 1776-1900, were offered for deposit in the National Archives. By June 30, 1954, some 12,000 cubic feet of these records had been appraised as of enduring value, and about 3,000 cubic feet of the older central fiscal management records had been transferred to the National Archives building.

Large additions recently made to record groups already in the National Archives include foreign post records, 1795-1950; records of the Government of the Danish West Indies (now the Virgin Islands), 1814-1917; and records of the Post Office Department, 1855-1952. Audiovisual materials received include over 1,900 negatives made by William H. Jackson, John K. Hillers, and other photographers of the western scene, 1869-78, and cartographic materials include maps and plans produced or used by the nineteenth-century French canal companies operating in Panama. Recent events are reflected in the accession of records of the 1953 Inaugural Committee and the United States copy of the 1953 Korean armistice agreement.

Herbert E. Angel, Director of the Records Management Division, has been appointed to serve as a member of the task force on paperwork management of the Commission on Organization of the Executive Branch of the Government (the Hoover Commission). The task force will make a special study of the large volume of paper work and record keeping required of corporations, small businesses, and individuals by Federal agencies, and will seek to devise methods of reducing it. Emmett J. Leahy is chairman of the task force; other members of the group are B. H. Harper, secretary, Northern Natural Gas Co.; Thomas F. Conroy, manager, New York Office, Pan American World Airways; Matson Holbrook, vice president of Leahy and Co.; and Edmund Dwyer, Office Methods Staff, Navy Department.

Between October and December 1954, Mr. Angel will be in Iran, where he will serve as American specialist on archives and records management under the international educational exchange program of the Department of State. Mr. Angel will study and make recommendations concerning the records and archives problems of the Government and the National University. For about the same period Arthur E. Young, deputy director for records management, Region 3, General Services Administration, will be in the Philippines as a records management consultant. Mr. Young's work is sponsored by the Foreign Operations Administration through a contractual arrangement between the University of Michigan and the University of the Philippines and is a continuation of the program in which Thomas Pugliese, records officer of the Atomic Energy Commission, participated last spring.

The Records Management Division has issued the first edition of a records management bibliography, and an instructional pamphlet on the development and use of form letters is in press.

Holdings of the Federal Records Centers amounted to over 2 million cubic feet as of June 30, 1954. During the fiscal year, 591,000 square feet of office and storage space and 84,000 filing and transfer cases were released for reuse.

The Franklin D. Roosevelt Library recently accessioned the papers of Morris Llewellyn Cooke, 1910-53, and some 4,500 photographs of scenes and personages at Hyde Park, 1888-1920.

LIBRARY OF CONGRESS

L. Quincy Mumford, former director of the Cleveland Public Library, was sworn in as Librarian of Congress on September 1. Mr. Mumford is the eleventh Librarian to take the oath in the Library's 154-year history and the first to be a graduate of a library school.

On June 12 the University of Minnesota, which has given only 33 honorary degrees since its establishment 103 years ago, conferred on Solon J. Buck an honorary degree of Doctor of Laws. Dr. Buck retired from his post as

Assistant Librarian in the Library on August 31. He is to be the Library's honorary consultant on materials for research in American history.

The Library of Congress has begun to prepare a checklist of the 15,000 or so titles, almost entirely manuscripts, that were copied on some 2,600 rolls of microfilm in Great Britain during the war years. The British Manuscript Project, from which these films resulted, was sponsored jointly by the American Council of Learned Societies and the Library and was financed by a grant from the Rockefeller Foundation. The checklist, to be issued next summer, will be compiled from the "content cards" prepared at the University of Michigan for the manuscripts on all but 600 rolls of film and from entries for items on those 600 rolls on cards prepared at the Library of Congress. An introduction on the inception and operation of the project and an index of names will complete the checklist.

Mrs. Edward Denison Gallaudet of West Hartford, Conn., has given the Library the first installment of the papers of the Gallaudet family, pioneers in the education of the deaf in America. These are the papers of Thomas Hopkins Gallaudet, who founded the American School for the Deaf in 1817. Later the Library will receive the papers of his son, Edward Miner Gallaudet, director of the institution known today as Gallaudet College. The Gallaudet papers will be restricted for 5 years.

From the Department of Agriculture the Library has received the papers of Frank Lamson-Scribner, agrostologist and expert on exhibits, who served as chief of the Insular Bureau of Agriculture in the Philippines, 1901-4, and as special agent for the Department of Agriculture, 1904-22, in charge of the preparation of Government exhibits at fairs and expositions in the United States and in South America.

The Ewing papers in the Library have been increased by a gift of papers dating 1769 to 1949 relating to Gen. Charles Ewing, lawyer and soldier, and Thomas Ewing, Senator from Ohio and Secretary of the Treasury under Presidents Harrison and Fillmore.

Records of the War Service Office of the American Library Association during World War I, in the Library, reveal the service of this organization to the American Expeditionary Forces. A separate file deals with the organization of the American Library in Paris, whose holdings were in the beginning made up of books assembled by the American Library Association.

Gen. Peyton C. March has presented to the Library the first installment of his papers, consisting mainly of correspondence in the 1930's and the manuscript of his book, *The Nation at War,* which was published in 1932. The main body of the General's papers will come to the Library in the near future.

A small but valuable addition to the papers of Philander C. Knox has been received. The correspondence (*ca.* 70 pieces, 1896-1921) includes letters from Presidents McKinley, Theodore Roosevelt, Taft, and Harding — as well as scattered letters from Mark Hanna, Whitelaw Reid, Elihu Root, Charles J. Bonaparte, Frank B. Kellogg, and others. Also included is a scrapbook of newspaper clippings, 1903-4, on Attorney General Knox's argument in the Northern Securities case before the Supreme Court of the United States.

Nine volumes of the diary of George von Lengerke, covering his years as Ambassador to Italy, 1901-5, and to Russia, 1905-7, as well as his later service as Postmaster General in Theodore Roosevelt's Cabinet and his first few months as Secretary of the Navy in the Taft administration also have been received.

Recently acquired materials, 1798-1850, include approximately 1,500 business papers of George Redington and of his son and executor, James, of Waddington, New York. The elder Redington acted as land agent for several influential proprietors in the Waddington-Ogdensburg area, operated several lumber mills, and took an active part in the arrangements for construction of the Northern Railroad line from Ogdensburg to Rouse's Point. Most of the papers consist of correspondence dating from about 1820 to 1860.

Registers descriptive of the following groups of personal papers or collections of records are now available for interlibrary loan:

American Public Relations Association (16 p.), Ray Stannard Baker, Series I (20 p.), Marion Glass Banister (3 p.), Rev. James D. Barbee (5 p.), George F. Becker (11 p.), Sir Francis J. Campbell (5 p.), Thomas Capek (10 p.), Thomas Henry Carter (3 p.), Charles J. Dewey (5 p.), John P. Frey (15 p.), Edmond C. Genet (23 p.), Leland Harrison (42 p.), John Hay (11 p.), Raoul Heilbronner (5 p.), Interparliamentary Union (10 p.), Thomas A. Jenckes (10 p.), Thomas S. Jesup (6 p.), James Laurence Laughlin (7 p.), League of Women Voters (107 p.), Charles L. McNary (15 p.), John Purroy Mitchel (7 p.), Roland S. Morris (5 p.), Naval Historical Foundation (116 p.), Burton E. Stevenson (33 p.), Harvey W. Wiley (24 p.), and George M. Wunderlich (11 p.).

TRAINING

The first Institute on Records Management presented by the American University in cooperation with the National Archives and Records Service was conducted from June 21 to July 2, 1954. The following persons completed the course:

William T. Alderson, Tennessee State Archives; Med Applewhite, Jr., Sunray Oil Corp.; Richard L. Bolster, Medical Service Corps, USN; Robert B. Bolton, Departmental Records Branch, AGO, Department of the Army; Dorothy A. Bond, Washington Suburban Sanitary Commission; Fred M. Bosmann, United Nations Archives; Frances J. Bowen, Departmental Records Branch, AGO, Department of the Army; Maynard J. Brichford, State Historical Society of Wisconsin; Elsie J. P. Burnstad, Veterans Administration; Emma H. Busey, Los Alamos Scientific Laboratory; F. W. Charles, Joint Chiefs of Staff, Department of Defense; Finley N. Clapper, Walter Reed Army Medical Center; Samuel B. Cooper, Foreign Operations Administration Participant; Everett G. Danley, Walter Reed Army Medical Center; Leone W. Eckert, Cornell University School of Industrial Relations; Madeleine Garrison, United Nations Archives; Herbert G. Geiger, Department of the Army; Jose Goerra, Foreign Operations Administration Participant; Auni H. Hekimoglu, Foreign Operations Administration Participant; Msgr. Frederic G. Heles, Archdiocese of Dubuque; William E. Hilbert, Blue Glass Corp.; Olney W. Hill, Vermont Public Records Office; Eunice V. Hutton, Federal Trade Commission; Conceptión Irigoyen, Mexico North Western Railway; Ferdinand T. Johnson, National Security Agency; Douglas W.

Kidd, Ford Motor Company of Canada; Francis E. Kidwell, Washington Post Office; Robert W. Lamberson, National Bureau of Standards; Michael Lanosz, National Institutes of Health; Elizabeth G. Lee, Standard Oil Company of New Jersey; Joseph E. Lowe, U. S. Air Forces in Europe; Carl J. McDonald, U. S. Naval Records Center (Alexandria, Va.); Paul A. Magloire, Foreign Operations Administration Participant; Sue M. Moreland, Diamond Ordnance Fuze Laboratories; William F. Muenchow, Veterans Administration; William J. Oxley, General Services Administration; Allen E. Parmenter, Argonne National Laboratory; Thettus E. Sims, U. S. Air Force; Beverly L. Walker, Department of the Army; Doris E. Weaver, California State Department of Finance; Abraham M. Willms, Public Archives of Canada; Joseph A. Zielinski, Bekins Van & Storage Company; and Rev. George Zorn, S. J., Maryland Province.

The program for the training of archivists and records administrators inaugurated by the American University in cooperation with the National Archives in the fall of 1939 enters its sixteenth consecutive year this fall. Ernst Posner is offering a course on the history and administration of archives, and Helen L. Chatfield one on organization and procedure for handling Government records.

The Graduate School of Business Administration at New York University has joined with the National Records Management Council to sponsor the first annual Conference on Records Administration. The theme of the conference, which was held at the University on Monday, September 20, and Tuesday, September 21, was: Records Management — A New Science Comes of Age. The program was designed to provide an opportunity for persons responsible for the records program in their organizations to exchange ideas and gather information about new research and new developments in the field. Speakers included: Robert H. Bahmer, Assistant Archivist of the United States; Robert E. Weil, director of records planning, Bethlehem Steel Co.; and Howard Kenyon, director of administration, State of Rhode Island.

CALIFORNIA

Volume 4 of the *Larkin Papers,* edited by George P. Hammond, has recently been published by the University of California Press. This volume covers the period 1845-May 1846 and documents the activities of Thomas O. Larkin as confidential agent of the Department of State and his efforts to win over the Californians to the idea of separation from Mexico and the peaceful annexation of California by the United States.

Dale L. Morgan has joined the staff of the Bancroft Library and will prepare a guide to the manuscript collections in the library.

Among the most important recent accessions of the Bancroft Library are the papers of Col. Robert Bradford Marshall, chief geographer of the Topographical Section of the U. S. Geological Survey from 1908 to 1918. Marshall was the originator of the plan to divert the surplus waters of the Sacramento Valley into the San Joaquin Valley, a task that was accomplished following the passage of the Central Valley Project Act of 1933. The Smith family papers, including documents relating to Jedediah Smith, were recently acquired by the library, as were the collections made by Thomas W. Norris and manuscripts and other documents of Herbert E. Bolton.

CONNECTICUT

The *New York Times* revealed on July 10 the extent of the program being carried out to safeguard town records in Connecticut. Stored in the cellar of the Ridgefield Savings Bank in Ridgefield are microfilms of town records from Greenwich, Darien, Norwalk, and other places on the Fairfield County shore line. Banks in New York as well as Connecticut are making use of this storage and lawyers come each week with films of their own and true copies of wills and other important documents.

The inventor of the microfilming machine, George Lewis McCarthy, died July 9 at his home in Greenwich. He was at the time of his death chairman of the board of directors of the Recordak Corp., a subsidiary of the Eastman Kodak Corp. founded in 1928 to distribute and service the microfilming machines that McCarthy had invented a few years previously. Born July 18, 1887, McCarthy was a bank executive at 39 and originally conceived the microfilm idea as a method of preserving bank records of checks. The twenty-fifth anniversary of the first installation of his machine was celebrated last year.

DELAWARE

In July the Public Archives Commission reported the transfer of a group of Sussex County land records from the Swaanendael Museum. The Wilmington Institute Free Library earlier transferred to the commission's custody a collection of 10 notebooks of correspondence, pamphlets, clippings, and photographs relating to Delaware's participation in World War I.

ILLINOIS

Dorothy Daggett has been named records analyst in the records management department of Stivers Office Service, 7 South Dearborn St., Chicago. Formerly with Records Controls, Inc., and Griffenhagen and Associates, Miss Daggett has had wide experience in business firms as well as extensive tours of duty with both State and Federal Government agencies in streamlining records management systems. She is a member of the Society of American Archivists and past president of the Records Management Association of Chicago.

MASSACHUSETTS

The work of the Business Historical Society, which was for many years substantially financed by the Harvard Graduate School of Business Administration, has been taken over by personnel at the Harvard school. This change has not meant any alteration in the general policy under which the Business

Historical Society operates; members have merely become subscribers. There has been, however, a considerable expansion of the quarterly journal which the society used to publish as *Bulletin of the Business Historical Society*. The new title is *Business History Review*.

MICHIGAN

The Archives of American Art has been established by the Detroit Institute of Arts. The archives will consist of original records or reproductions of records preserved permanently in other collections, which will be arranged in five sections: artists; collectors; dealers; critics and historians; and museums, societies, and institutions. The records of collectors, dealers, critics, and historians will be selected for their pertinence to American art, and those of institutions and societies will be chosen for their concern with art and artists. Mr. and Mrs. Lawrence A. Fleischman of Detroit have provided funds for a preliminary survey of available material in leading institutions by the institute's librarian, Arline Custer, and have also made an initial gift of original letters from American artists, which they have received in connection with their notable collection of American paintings.

MISSOURI

The Knights of Columbus Foundation at St. Louis University has issued vol. 1, no. 1 (April 1, 1954) of *Manuscripta,* a journal which will spread information about the Vatican manuscript depository of the foundation. So far there are available at the foundation more than 3,000 microfilm copies of the 60,000 codices in the manuscript collection of the Vatican Library. The project is a continuing one and scholars are urged to submit their requests and inquiries to the secretary of the Knights of Columbus Foundation, 221 North Grand St., St. Louis 3, Mo.

Basil O'Connor, chairman of the board of trustees of the proposed Harry S. Truman Library, announced recently that the library would be built on a 13½-acre tract in Independence, Mo. Architects have been authorized to prepare plans, and a 3-man committee will let contracts for the $1,750,000 building. It has been reported that more than $800,000 in cash and pledges have been received toward financing the structure.

NEW MEXICO

William S. Wallace, university archivist, announces that a program is now underway at Rodgers Library, New Mexico Highlands University, for the microfilming of documents relative to the history of the Southwest, documents of record in the University Archives, and the Mills collection of nineteenth-century newspapers.

BIBL. LONDIN. UNIV.

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Map Room

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